

PACAFDIR90-202
BY ORDER OF THE COMMANDER, PACIFIC AIR FORCES
PACAF DIRECTORY 90-202
27 APRIL 2001
Command Policy
OPERATIONS QUALITY ASSESSMENT
OPR: HQ PACAF/DOTV (Maj Ronald B. Hanks)
Certified by: HQ PACAF/DOT (Col Frank J. Strasburger)
Supersedes PACAFDIR 90-202, 18 October 1999
Pages: 39/Distribution: F

This publication implements AFPD 90-2, *Inspector General - The Inspection System*. It applies to wing level Operations Group CCs and lower echelons. This Mission Performance Standards supports guidance in the following: Joint Pub's 3-50.2, 3-50.21; Air Force Policy Directive 16-12; Air Force Doctrine Document 2-1.6; AFI's 10-201, 10-205, 10-207, 10-210, 10-1101, 10-1102, 11-2MDS, 11-XX, 11-202, 11-301, 11-401, 11-402, 11-403, 11-MDS, 13-212, Vol. 1 and 2, 13-217, 15-180, 16-1201, 16-1203, 16-1204, 21-112, 31-101, 31-401, 33-202, 36-2201, 36-2217, 37-138, 37-160; AFMAN's 10-206, 11-210, 15-111, 15-113, 15-124, 15-125, 16-1202, 36-2108, 36-2234, 36-2247, 37-123, 37-139, 171-190; AFTTP's 3-1, 3-3; MCR's 11-290, V1, 55-120; MCI's 11-MDS, 11-FXX, 11-4XX; AFPAM 10-709V1CD; PACAFDIR 90-509; PACAFI's 10-202, 10-205, 10-207, 10-210, 11-301, 16-1201; ACCI 11-464; ACCR 50-31; DOD Flight Information Publications (FLIP), Flight Information Handbook, FAA Handbook, ISPR 5200.1R; 3020.37; DFAS-DEM 177-373; FAAH 7110.10; FMH-7A-C, 11A-D. Selected paragraphs of this publication do not apply to Air National Guard (ANG) units and members. Does not apply to AFRC units. ***Inspection items deemed critical to the proper operation of the subfunctional areas and require special vigilance are identified by the number symbol (#) and are mandatory inspections items.***

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use these directories in conjunction with the annual Unit Self Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination.

SUMMARY OF REVISIONS

Functional OPRs have been assigned for each paragraph. Paragraph A1.9, Weather Station Operations, has been substantially revised. AFI references have been updated.

1. Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.

THOMAS C. WASKOW, Major General, USAF
Director of Air & Space Operations

Attachment 1
OPERATIONS MISSION PERFORMANCE CHECKLIST

A1.1. FLIGHT MANAGEMENT (AFI 11-401, CFETP 1C0X2) (OPR: PACAF/DOTT)

A1.1.1. Does the Host Operations System Management Chief effectively manage the following areas in the Flight Management Program?

A1.1.1.1. Are daily and monthly AFORMS products reviewed and monitored for database accuracy?

A1.1.1.2. Are trouble/problem reports (FAB notifications), Systems Advisory Notices (SANS), and Heads Up Messages (HUMS) being managed and filed IAW AFMAN 37-139 properly?

A1.1.1.3. Is AFORMS security access and administration of users ID's being managed properly?

A1.1.1.4. Are AFORMS interfaces or system validations being accomplished with other base computer systems?

A1.1.1.5. Are In-processing and Out-processing procedures implemented to ensure all inactive and active Flight Records Folder and AFORMS actions are accomplished? (AFI 11-401 para 3.1.2.1.1.)

A1.1.1.6. (#)Are Flight Record Folders (FRF's) maintained for all active, inactive and disqualified rated and nonrated members? (AFI 11-401, para 3.1.2.1.1.)

A1.1.1.7. (#)Are Annual/Initial clearance flight physicals (AF Form 1042) being audited and filed in the FRF? (AFI 11-401, para 2.16.3.)

A1.1.1.8. (#)Are AF Forms 1042's being updated in AFORMS resource and training modules?

A1.1.1.9. (#)Is Physiological Training (AF Form 702) being audited and filed in the FRF? (AFI 11-403)

A1.1.1.10. (#)Are AF Form 702's being updated in AFORMS resource and training modules?

A1.1.1.11. (#)Are Aeronautical Orders actions being completed, processed and filed in the FRF? (AFI 11-401, Atch. A6.2)

A1.1.1.12. Is an Aeronautical Order Log and background material being maintained? (AFI 11-401, para A6.3.1.1.)

A1.1.1.13. (#)Are Aviation Service Audit Worksheets (AF Form 142) being audited and filed in FRF?

A1.1.1.14. (#)Are AF Form 142's updated in AFORMS?

A1.1.1.15. (#)Are aircrew/parachutist ACIP/HDIP/Jump pay entitlement being tracked? (AFI 11-401, para 3.1.3; A6.2.2.2.)

A1.1.1.16. (#)Are Military Pay Orders being processed and tracked? (DOD 7000, 14-R, Vol. 7, Part A, DFAS-DE Manual 7073-1.)

A1.1.1.17. Advance ratings and badges. (AFI 11-402)

A1.1.1.17.1. Is the Aeronautical Rating Upgrade List being maintained?

A1.1.1.17.2. Are applications for aircrew member badge maintained and filed as Aeronautical Order background material? (AFI 11-401, para A6.3.1.1.)

A1.1.1.18. (#)Is the annual certification of the Flight Record Folder being accomplished? (AFI 11-401, para 1.5)

A1.1.1.19. (#)Is the AFORMS Aircrew/Mission Flight Data Document (AFTO Form 781) updated timely in AFORMS? (AFI 11-401 para 3.2.)

A1.1.1.20. (#)Is an AFTO 781's audit process implemented to ensure flying time updates are accurate? (AFI 11-401, para 3.1.)

A1.1.1.21. (#)Are AFTO 781's maintained in the HOSM office to validate flying incentive pays? (AFI 11-401, para 3.1.)

A1.1.1.22. (#)Is the Entitlement Verification Report audited semi-annually with the base finance office and maintained on file? (DFAS-DEM 177-373, Vol2, part 2, Chapter 3.)

A1.1.1.23. (#)Are all On-The-Job training requirements performed and documented for all 1C0X2's assigned? (CFETP 1C0X2)

A1.1.1.24. Does the HOSM Office solicit feedback from aircrew/parachutist personnel?

A1.2. SQUADRON OPERATIONS SYSTEM MANAGEMENT (AFI 11-2 MDS-Specific, Vol. 1; AFI 11-202, Vol. 1.) (OPR: PACAF/DOTT)

A1.2.1. Is Squadron Operations System Management (SOSM) functioning effectively?

A1.2.1.1. (#)Are SOSM personnel aware of the squadron's MDS specific aircrew training requirements?

A1.2.1.2. (#)Are Training program and profiles properly built in AFORMS for aircrew assignment? (AFI 11-202, Vol. 1, para 4.3.)

A1.2.1.3. (#)Does AFORMS products identify all MDS specific aircrew training requirements and accomplishments? (AFI 11-202, Vol. 1, para 4.4)

A1.2.1.4. (#)Are AFORMS products provided to aircrew member and squadron supervisors?

A1.2.1.5. (#)Does Mission/Training Accomplishment reports adequately identify MDS specific aircrew training requirements? (AFI 11-2 MDS-SPECIFIC, Vol. 1.)

A1.2.1.6. (#)Is the Mission/Training Accomplishment sheets and AFORMS Additional Training Accomplishment Input (AF Form 1522) documentation maintained on file? (AFI 11-202, Vol. 1, para 4.3.1.)

A1.2.1.7. (#)Are flying hour and training accomplishments reports being audited for database accuracy?

A1.2.1.8. (#)Are the following items being tracked to ensure compliance at the Duty Desk:

A1.2.1.8.1. (#)Go-No-Go/FCIF procedures for assigned and attached aircrews? (AFI 11-202, Vol. 2, PACAF SUP 1 para 6.3, 6.4.)

A1.2.1.8.2. (#)Flight Authorizations procedures?

A1.2.1.8.3. (#)Currency requirements?

A1.2.1.9. Have aircraft accident procedures been established?

A1.2.1.10. Are all On-the-Job training requirements being performed and documented for all 1C0X2's assigned? (CFETP 1C0X2)

A1.2.2. Does SOSM personnel solicit feedback from crewmembers?

A1.3. LIFE SUPPORT EQUIPMENT (OPR: PACAF/DOTT)

A1.3.1. (#)Do the Life Support Superintendents (LSS) and NCOIC's ensure the care, use, inspection, and maintenance of life support equipment is IAW technical order (TO) and directive guidance?

A1.3.1.1. (#)Are life support equipment inspection cycles and procedures IAW the applicable TO? (PACAFI 11-301)

A1.3.1.2. (#)Are TCTO's accomplished on time and properly documented?

A1.3.1.3. (#)Is life support equipment post-flighted IAW TO and local guidance?

A1.3.1.4. Are equipment inspections documented IAW applicable TO?

A1.3.1.5. (#)Do units maintain, as a minimum, the life support equipment specified? (PACAFI 11-301)

A1.3.1.6. (#)Are equipment fit checks properly accomplished and documented? (PACAFI 11-301)

A1.3.1.7. (#)Are all applicable equipment modifications accomplished? (PACAFI 11-301, Atch 11)

A1.3.2. (#)Are aircrew weapons properly maintained, safeguarded, and issued? (PACAFI 11-301)

A1.3.3. (#)Is the quality assurance (QA) program effective, enforced, and documented? (PACAFI 11-301)

A1.3.4. (#)Are Air Commanders Pointers (ACP) and Laser Eye Protection (LEP) properly maintained, safeguarded, and issued? (PACAF Directives/Messages)

A1.4. AIRCREW/TECHNICIAN TRAINING (OPR: PACAF/DOTT)

A1.4.1. (#)Are technicians properly trained and is training documented? (PACAFI 11-301 and the Career Field Education and Training Plan [CFETP])?

A1.4.1.1. Does the LSS ensure the Master Job Qualification Standard is tailored to specific unit needs by identifying all major shop tasks? (PACAFI 11-301)

A1.4.1.2. (#)Does technician training stress the "hands-on" approach? (PACAFI 11-301)

A1.4.1.3. (#)Have technicians working on aircraft received training and certification? (PACAFI 11-301 and AFI 21-112)

A1.4.2. (#)Is aircrew training conducted? (PACAFI 11-301 and aircraft MDS Directives)

A1.4.2.1. (#)Does life support equipment and survival continuation training enable aircrew members to demonstrate hands-on proficiency?

A1.4.2.2. (#)Have specific environmental training programs for both local and deployment areas of operations been developed?

A1.4.2.3. Is aircrew training coordinated with other agencies (Intel, Disaster Preparedness, aircrew, etc) to ensure task coverage and elimination of redundancy?

A1.4.2.4. (#)Are initial and annual certifications of squadron LSO's, survival instructors, and life support personnel conducting training accomplished and properly documented?

A1.4.2.5. (#)Do aircrew training frequencies meet the minimum requirements? (PACAFI 11-301 and aircraft MDS Directives)

A1.4.2.6. Is adequate room available for continuation/ejection seat/Aircrew Chemical Defense Ensemble (ACDE) training?

A1.4.2.7. Are training devices operational, well maintained, and used to their best advantage?

A1.4.2.8. Does the LSO/LSS ensure lesson plans are prepared/updated IAW applicable aircrew manuals and equipment TOs?

A1.4.2.9. (#)Are aircrew members proficient in Emergency Plan of Action and ISOPREP usage, initial actions, evasion procedures, navigation procedures, and recovery procedures?

A1.4.2.10. (#)Does the commander restrict any crew member from flying who does not demonstrate required proficiency or fails to maintain required training currency?

A1.5. RESOURCE MANAGEMENT (AFI 11-301) (OPR: PACAF/DOTT)

A1.5.1. (#)Supervision/Management

A1.5.1.1. (#)Is the appointed LSO trained and qualified in an assigned aircraft? (PACAFI 11-301 and AFI 11-301)

A1.5.1.2. (#)Is the section properly manned?

A1.5.1.3. (#)Are aircrews and life support technicians briefed/trained on changes and new procedures (TO, message, publication, and FCIF familiarization)?

A1.5.1.4. Does the LSS ensure a constructive working relationship between the life support sections and egress, survival equipment, etc.?

A1.5.2. Shop Management (PACAFI 11-301)

A1.5.2.1. Is the self-assessment program thorough, tailored to the unit mission, and conducted at least annually?

A1.5.2.2. (#)Are operating instructions (Hazardous Communications, Explosive Safety, Technician Training, Aircrew Training, QA Procedures as a minimum) and base supplements to instructions current and tailored to the unit mission?

A1.5.2.3. (#)Is shop safety and AFOSH training conducted and enforced to prevent unsafe acts or conditions?

A1.5.2.4. Are unit life support shop equipment/supplies managed properly to ensure quality equipment, training, and readiness?

A1.5.2.5. Are shop facilities adequate for storage, issue, fitting, and maintenance of life support equipment?

A1.5.2.6. (#)Are effective Composite Tool Kit, pyrotechnic storage, and hazardous waste disposal programs in place and enforced?

A1.5.2.7. (#)Are material deficiency reports (MDR's), product quality deficiency reports (PQDR's), technical order improvement reports (AFTO Forms 22), and operational hazard reports (HR's) properly submitted?

A1.5.2.8. Are supply actions (accountability, follow-up, time change forecasting) conducted and properly documented?

A1.6. PARARESCUE TEAMS (OPR: PACAF/DOTV)

A1.6.1. Management

A1.6.1.1. Does the NCOIC coordinate with the commander to ensure effective utilization of Pararescue forces and resources?

A1.6.1.2. (#)Does the NCOIC provide proper operating guidance to the Pararescue team? (AF and PACAF 16- Series Publications [NGB coordinated 16- Series Publications for ANG])

A1.6.1.3. Does the NCOIC ensure that realistic mission-oriented training is scheduled and accomplished?

A1.6.1.4. Do the NCOIC, the commander, and director of operations have an effective working relationship?

A1.6.1.5. (#)Is the NCOIC complying with the intent of Pararescue requirements outlined in Joint Pub's 3-50.2, 3-50.21, AF Doctrine Document 2-1.6, AF Policy Directive 16-12, AFMAN 36-2108, and PACAFI 16-1201?

A1.6.1.6. Does the NCOIC insure that section operating instructions and appointment letters are current and a copy sent to the MAJCOM as appropriate?

A1.6.1.7. (#)Has the NCOIC provided the Commander and Director of Operations with a qualification summary (e.g. letter of certification) and is it current? (AFI 16-1203, para 2.3.3.)

A1.6.2. Training

A1.6.2.1. Is the training section setting-up realistic mission scenarios to maintain appropriate proficiency levels?

A1.6.2.2. (#)Is the training section managing the Enlisted Specialty Training (EST) program within existing guidelines? (AFI 16-1203, AFI 36-2201, and AFMAN 36-2247)

A1.6.2.3. (#)Are MAJCOM and unit unique mission requirements identified, trained to, and certified in the OJT records? (MAJCOM JQS's, MAJCOM and unit METL's/TCS's)

A1.6.2.4. Does the training section track the teams' proficiency levels and keep the team NCOIC informed as to the status of the team?

A1.6.2.5. Does the training section provide inputs to the scheduling section identifying Pararescue requirements for inclusion in the unit's operating schedule?

A1.6.3. Medical Training (PACAFI 16-1205)

A1.6.3.1. Does the medical training NCO, in conjunction with Pararescue training section, provide realistic mission medical training?

A1.6.3.2. (#)Does the medical training NCO track the team's Emergency Medical Technician (EMT) certification expiration dates and insure appropriate training and certifications levels are being maintained?

A1.6.3.3. Does the medical training NCO, in conjunction with the unit training section, insure ongoing Continuation Medical Education (CME) training for the team is being accomplished?

A1.6.3.4. Does the medical NCO have a Memorandum of Understanding (MOU) with the local hospital to provide actual patient contact and training to maintain PJ EMT certification?

A1.6.4. Medical Section (AMCR/AFSOCR 167-1 [AFI 16-1204 when published] and AFMAN 23-110, Vol.5)

A1.6.4.1. (#)Are administration of Pararescue Medical Material Activities being complied with?

A1.6.4.2. Is medical material NCOIC identified by the commander, in writing, as the Squadron Property Custodian of Medical Supplies and Equipment?

A1.6.4.3. (#)Has a medical supply and equipment account been established and is it being maintained?

A1.6.4.4. Has the commander appointed a controlled substance inventory officer (CSIO), a controlled substance destruction officer (CSDO), in writing?

A1.6.4.5. (#)Are controlled substances being stored properly?

A1.6.5. Supply Section

A1.6.5.1. Are appropriate items identified on the CA/CRL?

A1.6.5.2. Are individual supply folders being maintained on each individual PJ?

A1.6.5.3. (#)Is supply being maintained IAW appropriate supply instructions? (AFMAN 23-110, Vol. 2, Part 13)

A1.6.6. Parachute Section

A1.6.6.1. (#)Are the parachutes being maintained in a climatically controlled environment IAW appropriate instructions? (T.O./Service Manual for parachute's in use)

A1.6.6.2. (#)Are related parachute equipment items being maintained appropriately? (T.O./Service Manual for equipment in use)

A1.6.7. Scuba Section

A1.6.7.1. (#)Are scuba tanks being hydrostatic tested and visually inspected? (US Navy Dive Manual, Vol. I, Chap. 5, para 2.1.2.1.)

A1.6.7.2. (#)Are scuba regulators being inspected annually? (PACAFI 16-1201, para 10.4.)

A1.6.7.3. (#)Are buoyancy compensators being maintained IAW appropriate instructions? (PACAFI 16-1201, para 10.4.)

A1.6.8. Watercraft Section

A1.6.8.1. (#)Are boatmasters properly trained and certified? (1T2X1 CFETP)

A1.6.8.2. Is maintenance performed on the watercraft and trailers being done by properly certified personnel?

A1.6.8.3. Are personnel towing the watercraft properly trained and certified?

A1.6.9. Alert Equipment

A1.6.9.1. Is the alert equipment identified and appropriately marked?

A1.6.9.2. Is the alert equipment inspected daily or prior to each alert period?

A1.6.10. Chief Stan/Eval Pararescueman

A1.6.10.1. (#)Is the Chief Stan/Eval Pararescueman complying with all the requirements of his position as Chief Stan/Eval Pararescueman? (AFI 16-1203, para 6.2.9. and PACAFI 16-1201, para 7.10.4.)

A1.6.10.2. (#)Has the Chief Stan/Eval Pararescueman been appointed by letter and is a copy kept in his OJT record (Tab 7)? (AFI 16-1203, para 6.2.9.)?

A1.6.10.3. Does the Chief Stan/Eval Pararescueman maintain a hard copy library of publications required by PACAFI 16-1201 and are changes to these publications being maintained?

A1.6.10.4. Is the Chief Stan/Eval Pararescueman managing an effective evaluation program in conjunction with unit task Certifiers and the NCOIC?

A1.7. RANGE OPERATIONS (OPR: PACAF/DOQQ)

A1.7.1. Range Facilities

A1.7.1.1. Is range landspace of sufficient size to contain the high hazard area? If not, has a waiver been granted? (AFI 13-212, Vol. I, para 2.1.1.1)

A1.7.1.2. Has an emergency jettison area been designated and included in range operating agency directives? (AFI 13-212, Vol. I, para 2.9) [NOTE: The range impact area is usually sufficient.]

A1.7.1.3. Are precautions taken to preclude trespassers from entering the range complex or danger zone? (AFI 13-212, Vol. I, para 2.11.2, and PACAF Sup 1) [NOTE: Signs should be in English and the native language and should contain, at a minimum, the statement "BOMB RANGE" or "GUNNERY RANGE".]

A1.7.1.4. (#)Are the 350 X 100 foot strafe impact areas disc-harrowed or chisel plowed and is a magnetic sweeper or digger strainer used to remove subsurface debris weekly or every six use days? (AFI 13-212, Vol. II, para 5.10.2)

A1.7.1.5. Are clipboard checks accomplished after installing each transducer? (AFI 13-212, Vol. II, para 5.10.4.1)

A1.7.1.6. Are facilities and other range improvements maintained? (AFI 13-212, Vol. II, para 5.12)

A1.7.2. Resource Management

A1.7.2.1. Supervision/Management

A1.7.2.1.1. (#)Have range operating agencies developed a range operating procedures supplement to AFI 13-212, Vol. 1, and does it include a range description, diagrams, scheduling procedures, operation, safety, authorized ordnance, authorized frequencies; clearances, and chaff, flare, and laser usage? (AFI 13-212, Vol. 1, para 1.3.2)

A1.7.2.1.2. Have opening and closing checklists been developed and are they used by range personnel when opening and closing the range? (AFI 13-212, Vol. I/PACAF Sup 1, para 1.3.2) [NOTE: Opening and closing procedures may differ at each range.]

A1.7.2.1.3. Has the range operating agency appointed a Range Operating Officer (ROO) to supervise range operations and maintenance? (AFI 13-212, Vol. I, para 1.3.4.1; AFI 13-212, Vol. II, para 5.4)

A1.7.2.1.4. Are range control officers trained and qualified? (AFI 13-212, Vol. I, paras 1.3.5. and 2.3.2; AFI 13-212, Vol. I/PACAF Sup 1, paras 1.3.5.1.3. and 2.3.2)

A1.7.2.1.5. Have Letters of Agreement been developed by range operating agencies when the range is used by non-USAF personnel? (AFI 13-212, Vol. I/PACAF Sup 1, para 1.4.1.)

A1.7.2.1.6. Has the operating agency civil engineer designated a point of contact for all conservation activities and assisting in the management of the range's natural resources? (AFI 13-212, Vol. 1, para 1.9)

A1.7.2.1.7. Has a Comprehensive Range Plan been developed for the range? (AFI 13-212, Vol. I, para 1.10) [NOTE: Range plan should include range construction projects, maintenance, and rehabilitation of range facilities, targets and roads, plus environmental concerns.]

A1.7.2.1.8. Are records being maintained for preparation of the Weapons Range Activity Report? (Atch 1, PACAF Sup 1 to AFI 13-212, Vol. I) [Locally designed and printed daily record sheets may be used to ensure data is accurate.]

A1.7.2.1.9. (#)Is the Weapons Range Activity Report submitted monthly (NLT 10 Jan, 10 Apr, 10 Jul, or 10 Oct for quarterly reports and NLT 10 Jan for yearly reports)? (AFI 13-212, Vol. I/PACAF Sup 1, para A1.3)

A1.7.2.2. Range Scheduling

A1.7.2.2.1. Is scheduling centralized and are scheduling procedures published in the local supplement to AFI 13-212? (AFI 13-212, Vol. I, para 1.3.2.1)

A1.7.2.2.2. Are procedures established to make excess range time available to other Air Force commands or other services? (AFI 13-212, Vol. I, para 1.3.2.1)

A1.7.2.2.3. Are regular range maintenance periods scheduled and accomplished? (AFI 13-212, Vol. I, para 1.3.2.2) [NOTE: Maintenance periods should be scheduled as much as possible and not predominantly subordinate to range operations.]

A1.7.2.2.4. (#)Do Range operating/scheduling agencies ensure that EOD/range maintenance times are scheduled in advance and that users are advised of ground operations being performed? (AFI 13-212, Vol. 1/PACAF Sup 1, para 1.3.2.3.1)

A1.8. STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) (OPR: 502 AOS)

A1.8.1. Subordinate Reporting Organization (SRO)– Command Post

A1.8.1.1. (#)Are two or more SORTS managers trained, certified and appointed by the wing commander? (AFI 10-201, para 1.16.1.1.1. and PACAFI 10-207, para 6.3.1.4.)

A1.8.1.2. Has a current appointment letter been provided to the PACAF SORTS office? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.3. Are current appointment letters maintained for each units' SORTS monitors, Personnel Readiness, and Manpower? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.4. (#)Are all required SORTS references on hand? (AFI 10-201/PACAF Sup 1, para 3.7.28.)

A1.8.1.5. Is there a local wing supplement? (AFI 10-201/PACAF Sup 1, para 1.12.2.1.)

A1.8.1.5.1. Does the wing supplement support local requirements to identify wing agencies responsible for assisting units with SORTS reporting and does it provide continuity during personnel turnovers? (AFI 10-201, para 1.12.2.1.)

A1.8.1.6. (#)Are signed current DOC statements maintained for each reporting unit? (AFI 10-201, para 1.16.2.2.1.)

A1.8.1.5. (#)Is a training program established to train primary and alternate unit SORTS monitors for each reporting unit? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.5.1. (#)Is initial and recurring training conducted and documented within 60 days of appointment for each unit SORTS monitor? (AFI 10-201, para 1.16.2.4. and AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.6. (#) Is initial training conducted and documented for all new squadron and wing commanders? (AFI 10-201, para 1.16.2.5.)

A1.8.1.7. (#)Is a copy of each units current worksheets and supporting documents maintained? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.8. (#)Are database retrievals provided to the reporting units at least monthly or when changes occur? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.9. (#)Has procedures been established to ensure accuracy, clarity, and validity of unit SORTS reports? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.9.1. (#) Does commander assessed Overall C-levels provide detailed "REASN" remarks explaining the rationale for why/how they disagree with the SORTS measured area(s)? (AFI 10-201/PACAF Sup 1, para 1.12.1.)

A1.8.1.9.2. (#) When the overall C-level is less than C-1, does the REASN remark reflect which mission/missions the unit cannot fully support or undertake, and does it provide a programmed or estimated Get Better/Get Well date? (AFI 10-201, para 2.11.7.)

A1.8.1.10. (#)Are semiannual SAV's conducted on each reporting unit? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.10.1. (#)Are the last two SAV reports kept on file? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.11. (#)Does the SORTS report transmission log contain the report number, message DTG, total number of sets submitted, UICs reported, and errors received? (AFI 10-201/PACAF Sup 1, para 3.10.1.)

A1.8.1.12. (#)Are SORTS error notifications corrected within two duty days? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.2. Measured Unit Program Management

A1.8.2.1. (#)Are at least two SORTS monitors trained and appointed by the unit commander? (AFI 10-201, para 1.17.1.3.)

A1.8.2.2. (#)Has the unit established a training program to ensure all unit personnel involved in SORTS are trained in reporting/data collection? (AFI 10-201/PACAF Sup 1, para 1.13.2.)

A1.8.2.2.1. (#)Have the current SORTS monitors been trained by the SRO and is training documented? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.2.2.2. Does the training program contain sample worksheets and documentation of completed training? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3. (#)Is a continuity folder maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.1. (#)Are signed current copies of unit's DOC statement maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.2. (#)Are copies of current HHQ guidance, letters, messages, etc. maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.3. (#)Are complete and accurate worksheets maintained for the units current SORTS status? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.3.1. (#)Has the worksheets been signed by the current unit commander? (AFI 10-201/PACAF Sup 1, para 3.9.1.)

A1.8.2.3.3.2. Has the personnel worksheets been coordinated with the wing Manpower office? (AFI 10-201/PACAF Sup 1, para 1.12.3.)

A1.8.2.3.3.3. If required, has the personnel worksheets been coordinated with Personnel Readiness (PRU)? (AFI 10-201/PACAF Sup 1, para 1.12.1)

A1.8.2.3.3.4. (#)Are the worksheets annotated with the required security classification, classification authority, and declassification instructions? (AFI 10-201, para 1.4.3.)

A1.8.2.3.3.5. (#) When the overall C-level is less than C-1, does the REASN remark reflect which mission/missions the unit cannot fully support or undertake, and does it provide a programmed or estimated Get Better/Get Well date? (AFI 10-201, para 2.11.7.)

A1.8.2.3.3.6. (#) If required, does the REASN remark fully explain the commander's rationale supporting a subjectively-assessed C-level? (AFI 10-201, para 2.11.7.2.)

A1.8.2.3.3.7. (#)If required, has a PRRES remark been submitted to explain why the personnel area is less than P-1? (AFI 10-201, para 2.11.3.1.)

A1.8.2.3.3.8. (#)Regardless of P-level, has a PERTP remark been submitted identifying personnel shortages? (AFI 10-201, para 2.11.3.4.)

A1.8.2.3.3.9. (#)If required, has a PRRAT remark been submitted to identify UTC/UMD mismatches? (AFI 10-201, para 2.11.3.3.)

A1.8.2.3.3.10. (#)Has a CADAT remark been properly formatted and submitted? (AFI 10-201, para 2.5.2.)

A1.8.2.3.3.11. Has a DOCID remark been submitted? (AFI 10-201/PACAF Sup 1, para 8.5.)

A1.8.2.3.3.12. (#)Is supporting documentation available which was used to compile the current report? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.3.13. (#)Is there a current copy of the units UMD, UTC extract (if required), and SORTS Desire Listing used to determine personnel numbers for authorized/required and assigned? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.3.14. (#)Is there a complete list of authorized vs. on-hand equipment which the unit requires to maintain wartime capability (if applicable)? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.4. (#)Is the units' current database retrieval available? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.5. Are the last two SRO-conducted SAV results available? (AFI 10-201/PACAF Sup 1, para 13.2.3.)

A1.8.3. Local Manpower Office

A1.8.3.1. Is there a current Manpower Office SORTS POC letter on file and provided to the SRO, Personnel Readiness, and all reporting units? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A1.8.3.2. (#)Are copies of all current DOC statements on file? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A1.8.3.3. (#)Are manpower authorization listings provided to all measured units? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A1.8.3.4. (#)Are Program Element Code (PEC) listings provided to all flying squadrons? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A1.8.3.5. (#)Is a system established to validate each unit's personnel worksheet(s)? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A1.8.4. Supporting Personnel Office

A1.8.4.1. (#)Is there a current Personnel Readiness SORTS POC letter on file and provided to the SRO, Manpower Office, and all reporting unit's? (AFI 10-201/PACAF SUP 1, para 1.12.4.)

A1.8.4.2. (#)Are SORTS Desire listings provided to all reporting units? (AFI 10-201/PACAF Sup 1, para 1.12.4.)

A1.8.4.3. (#)Are procedures established to validate each unit's personnel worksheet(s) when required? (AFI 10-210/PACAF Sup 1, para 1.12.4.)

A1.9. WEATHER STATION OPERATIONS (OPR: PACAF/DOWV)

A1.9.1. Has the local weather unit commander, OIC, CWSO, or NCOIC completed and documented a self-inspection of weather station operations using the SAFE Checklist within 60 days of arriving at the unit. (AFI 15-180, PACAF Sup 1)

A1.9.2. Does the local weather unit participate in meetings, chaired by the installation commander at least annually, to review installation severe weather preparedness, capabilities, requirements, and procedures? (AFI 10-229, para 2.3.1)

A1.9.3. Are both primary and backup communication resources and capabilities available to include communication in the alternate observing site? (AFI 10-229, para 2.3.7)

A1.9.4. Have procedures been developed to ensure the local weather unit is not required to telephonically contact more than three agencies to relay severe weather information? (AFI 10-229, para 2.3.7.1)

A1.9.5. Does the local weather unit have procedures in place to provide the command post or responsible agency appropriate information for OPREP-3 reports of severe weather occurring on the installation? (AFI 10-229, para 2.8.4 and AFMAN 10-206 Rule 14L)

A1.9.6. Does the local weather unit have procedures in place to assist the installation commander and disaster preparedness personnel in thoroughly educating base/post agencies on the purpose, applicability, and operating procedures of the warning and watch system? (AFI 10-229, para 2.8.6)

A1.9.7. Does the local weather unit have procedures in place to assist the installation commander with determining proper TCOR level in the event of a tropical storm? (AFMAN 15-129, para 3.2.13.2.6 and USCINCPACINST 3140.1W Appendix H)

A1.9.8. Has the local weather unit established procedures to track weather equipment and communications outages and report outages exceeding 48 hours to HQ PACAF/DOW? (PACAFI 15-103, para 3.3.6)

A1.9.9. Has the local weather unit established procedures to document customer weapon systems (aircraft, missiles, combat vehicles etc.), concepts of operation and weather sensitivities and established procedures to receive information on changes to mission? (AFMAN 15-129, para 4.1.3.4 and 4.1.3.5)

A1.9.10. Has the local weather unit developed procedures to relay significant changes in the MEF, or significant changes to weather, occurring after the briefing to mission controllers or decision makers such as the Supervisor of Flying? (AFMAN 15-129, para 4.1.3.8.1 and 4.2.2, [AFI 11-418, para 4.2.8 and Atch 3, A3.1.6])

A1.10. HOST OPERATIONS SYSTEM MANAGEMENT (HOSM) (AFM 171-190, unless otherwise indicated) (OPR: PACAF/DOTT)

A1.10.1. Are ADDF Flight Record Masters filed correctly? (Vol. II J, para 14.5.1d)

A1.10.2. Are the Aviation Service Data and Computation sheets filed on top of the Jun 74 IFR and is the concur line signed? (Vol. II J, para 14.5.1e (3))

A1.10.3. Is there an AO which reflects Aviation Service Code (ASC) and Flying Activity Category (FAC) (after Jun 74)? (AFI 11-401, Table 2.2. & 2.3.)

A1.10.4. Are "initial" AF Forms 1042 being maintained in members flight records until receipt of the next annual AF Form 1042? (Vol. II J, para 14.5.2b)

A1.10.5. Is a suspense system established for DNIF 1042s? (Vol. II J, para 14.5.2b)

A1.10.6. Is the AF Form 1042 (which requires disqualification) being annotated with the AO number and date of AO on the lower right-hand corner? (Vol. II J, para 14.5.2b (2))

A1.10.7. Is documentation supporting ASD/OSD changes being maintained in the FRF? (Vol. II J, para 14.5.2d (2))

A1.10.8. Are "memos for record" being prepared to document missing documents in the FRF? (Vol. II J, para 14.5.3d(2).)

A1.10.9. Is the Flight/Jump records folders audited (i.e., Aeronautical orders, flight pay, annual/physical availability codes, OFDA, ASC, RPI/API's, etc.) for accuracy and corrected prior to in/out processing? (AFI 11-401, Chap 2,3)

A1.10.10. Is required documentation being maintained in AFORMS for 90 days, and kept on file for 24 months for individuals who have PCS'd? (Vol. II J, Table 14-1, rule 3, column C, Item 12b(1)).

A1.10.11. Is a separate file copy of all AO background material being maintained? (Vol. II J, para 14.18.e(2))

A1.10.12. Does the HOSM start order with the number "1" for each fiscal year? (AFR 10-7, para 1-8a, C1)

A1.10.12.1. Is the first AO of the new fiscal year annotated with the last AO number of the previous fiscal year? (AFI 11-401, A6.3.1.1.)

A1.10.12.2. Is the required AO distribution accomplished IAW (AFI 11-401, A6.2)

A1.10.13. Are CFW codes and dates being entered into AFORMS accurately? (Vol. II C, Table 4-4)

A1.10.14. Are "physical availability dates and codes" correct? (Vol. II C, Table 4-3)

A1.10.15. Are ACIP Termination Notification letters filed in FRF properly? (Vol. II J, para 14.5.1E)

A1.10.16. Are the effective dates of ASC changes as a result of PCS correct? (AFI 11-401, para 2.4.1)

A1.10.17. Is DAFSC for enlisted and officer crewmembers entered in remarks section of the AO? (AFI 11-401, Table A6.1, Item 18c & AFI 37-128)

A1.10.18. Is the HOSM confirming man-years have been allocated prior to validating operational support requirements? (AFI 11-402, para 6.6.)

A1.10.19. Are AF Forms 1042 being suspended for disqualification action? (AFI 11-402, para 3.7.2.1.2 and 5.9.1.1)

- A1.10.20. Are annual flight physicals being accomplished and forwarded to the HOSM prior to the first day following the members birth month? (AFI 11-402, para 3-9b)
- A1.10.20.1. Are suspension aeronautical orders published for both rated and nonrated aircrew members who fail to accomplish annual physicals by the end of birth month (AFI 11-402, para 3.7.2.2.and 5.9.2.)
- A1.10.21. Are AF Form 142's completed and filed on all rated aircrew members are filed in the FRF? (Vol. II J, 14.5.2a(3))
- A1.10.22. Are the first and last entries in Column F of AF Form 142 circled and the cumulative totals at the 12- and 18-year gate, and circled as applicable? (Vol. II J, para 14.16.1c)
- A1.10.23. Are aeronautical orders filed on the left side of the FRF? (Vol. II J, para 14.5.2a(3))
- A1.10.24. Are the AF Forms 1042 (Initial/Periodic) filed in chronological order on the left side of the flight record folder? (Vol. II J, para 14.5.2b)
- A1.10.25. Are flight records maintained for all rated personnel who have been suspended/disqualified for a period not to exceed five years? (Vol. II J, Table 14-1, rule 4, column B, 5b)
- A1.10.26. Are flight records reviewed and certified within 30 working days (active), and 120 days (inactive) after arrival? (Vol. II J, para 14.6a)
- A1.10.27. Are annual flight record certifications accomplished in the 120-day period prior to the end of the individual's birth month? (Vol. II J, para 14.6b)
- A1.10.28. Does the HOSM process aircrew/parachutist MPO's? (Vol. II J, para 14.19c and DFAS-DEM 177-373, Chap. 22)
- A1.10.29. Are flight records created and master records established for each rated/nonrated member? (Vol. II J, para 14.5)
- A1.10.30. When a new member requires an ASC change, is the effective date established? (AFI 11-401, para 2.4.1., A6.2.)
- A1.10.31. Is data from the FRF safeguarded from unauthorized disclosure? (Vol. II J, para 14.7)
- A1.10.32. Are the following items inserted in the envelope of personnel departing PCS: (Vol. II J, Table 14-1, rule 3)
- A1.10.32.1. FRF Folder?
- A1.10.32.2. FEF?
- A1.10.33. Is the envelope securely sealed after the individual has checked the contents and signed the FRF statement? (Vol. II J, Table 14-1, rule 3, column c, item 11B)
- A1.10.34. Is a copy of the IFR, Individual Data Summary, and Flying History Report mailed to the member at remote installations for review and certification and returned to the HOSM? (Vol. II J, para 14.6b(2))
- A1.10.35. Are extracts of AFTO Form 781 available to the HOSM within five working days? (Vol. II J, para 14.17a)

A1.11. SCHEDULING (PACAFI 21-108) (OPR: PACAF/DOTV)

- A1.11.1. Does the wing/squadron operations section include projected requirements for such events as air-to-air refueling, night requirements, etc, to ensure an orderly accomplishment of aircrew training? (para 4b(1))
- A1.11.2. Does the standardization/evaluation division provide the appropriate squadron operations section with a list of all aircrew personnel who are within the eligibility period during the first week of each calendar month? (para 4b(2))
- A1.11.3. Does the squadron include projected requirements for Initial Qualification Training/Mission Qualification Training (IQT/MQT) and/or upgrade training? (para 4b(3))

A1.11.4. Does the squadron weapons and training officers provide the squadron scheduling section with appropriate ground training plans and weapons qualification requirements to ensure completion of minimum requirements, and help reach the highest level of proficiency possible? (para 4b(4))

A1.11.5. Does OSS Training review AFI 11-XX training requirements and draft a preliminary training program based on local factors? (para 5a)

A1.11.6. Does the wing/squadron develop a quarterly program of projected flying as coordinated between Ops Group and squadron operations? (para 5b)

A1.12. SUPERVISOR OF FLYING (SOF) PROGRAM (AFI 11-418) (OPR: PACAF/DOTV)

A1.12.1. (#)Has each unit developed a supervision structure for flying operations consisting of Operations Group Commander (OG/CC), SOF, and Squadron Supervisors? (para 1)

A1.12.2. Operations Supervisors

A1.12.2.1. (#)During local flying operations is a squadron ops sup always immediately available to the OG/CC, the SOF, command and control personnel, or other supporting agencies to respond to any current operational issue requiring time-sensitive answers, decisions, and/or actions? (para 2.2)

A1.12.2.2. When the squadron has on-going, off-station operations, is a Stand-by Duty Officer (SDO) available to make ops-related decisions and recommendations? (para 2.3)

A1.12.2.3. (#)While a squadron-level supervisor is always required, is the wing-level SOF position manned according to minimum supervision requirements outlined in Table 1.1?

A1.12.3. Responsibilities of Supervisors

A1.12.3.1. (#)Prior to launch does the SOF ensure the airfield status is suitable for safe operations IAW Air Force, MAJCOM, and local directives? (para 4.2)

A1.12.3.2. Do squadron ops sup ensure the SOF is advised of any changes or deviations to the squadron's flying schedule? (para 4.3)

A1.12.4. Procedures

A1.12.4.1. (#)Does the command post function as the central source for information during an emergency, allow the SOF to devote full attention to the emergency? (para 6)

A1.12.4.1.1. (#)Do they notify all appropriate agencies and key personnel of an IFE and provide situation updates?

A1.12.4.2. Does the on-scene commander, normally the fire chief, terminate all emergencies? (para 6)

A1.12.4.3. (#)Are Conference Hotel Procedures available to put OG/CC, SOF, ops sup, or Ops Supervisor directly in contact with a representative from ALC or the contractor? (para 7)

A1.12.4.4. (#)Prior to beginning supervisory duties, does the SOF meet crew rest requirements as directed by AFI 11-401, as supplemented? (para 9)

A1.12.4.5. (#)Are maximum duty days for SOF of 12 hours followed? (para 9)

A1.12.4.6. Is the SOF on duty in the primary duty location 30 minutes prior to the first scheduled takeoff and remain on duty until the last aircraft is shut down? (para 9)

A1.12.4.7. (#)Is the following equipment functional and immediately available to the SOF: (para 11)

A1.12.4.7.1. UHF/VHF radio?

A1.12.4.7.2. Telephone/FM radio?

A1.12.4.7.3. Weather dissemination equipment?

A1.12.4.7.4. SOF vehicle?

A1.12.4.7.5. Required SOF checklists?

A1.12.4.7.6. Binoculars?

A1.12.4.7.7. Publications?

A1.12.5. Program

A1.12.5.1. (#)Are SOFs qualified IAW para 12?

A1.12.5.2. (#)Is SOF currency/recurrency tracked IAW para 13?

A1.12.5.3. (#)Does the SOF upgrade program comply with para 14?

A1.12.5.4. (#)Does the SOF continuation training program comply with para 15?

A1.12.5.5. (#)Is the SOF program administration in compliance with para 17?

A1.13. STANDARDIZATION/EVALUATION (STAN/EVAL) (AFI 11-202, Vol. 2 and PACAF SUP) (OPR: PACAF/DOTV)

A1.13.1. OGV PROGRAMS

A1.13.1.1. Stan/Eval Organization and Manning

A1.13.1.1.1. Is the OG/CC a current and qualified flight examiner in his primary assigned aircraft (optional)? (2.4.1.)

A1.13.1.1.2. (#)Is the Chief of Stan/Eval a current and qualified flight examiner (FE) in a unit aircraft? (3.2.1.)

A1.13.1.1.3. Is the Chief of Stan/Eval rated by the OG/CC, or unit commander for organizations not collocated with a parent wing/group? (3.2.2.)

A1.13.1.1.4. (Does not apply to the ANG) (#)Is OGV manned with the chief of stan/eval and no more than one crewmember per crew position per MDS? (3.2.3.)

A1.13.1.1.5. (#)(ANG Units) Do FE authorizations follow unit commander guidance? (3.2.3.)

A1.13.1.1.6. Are FEs selected from the most highly qualified and experienced instructors? (3.5.1.)

A1.13.1.1.7. Are FEs designated in writing by the OG/CC? Is it documented in AFORMS or by letter of certification and reported in SEB minutes? (3.5.2.)

A1.13.1.1.8. (#)Are FE s nominated by the SQ/CC, approved for entry into the FE upgrade by the OG/CC, and designated by the OG/CC upon successful completion of all unit defined upgrade events? (3.5.2.1.)

A1.13.1.1.9. Do all FEs maintain CMR status? (3.5.4.)

A1.13.1.1.10. Do senior flight examiners normally administer evaluations to lower echelon flight examiners? (3.5.5.)

A1.13.1.1.11. (#)Does OGV establish procedures for review and quality control of AF Form 8s? (3.3.1.1.)

A1.13.1.2. Evaluations

A1.13.1.2.1. (#)Has the unit Stan/Eval designed written evaluation profiles, as outlined in applicable AFI 11-2MDS Vol. 2, for each MDS and crew position? (3.3.1.3.)

A1.13.1.2.2. (#)Do evaluation profiles incorporate all appropriate requirements set forth in the applicable AFI 11-2MDS Vol. 2? (4.7.)

A1.13.1.2.3. (#)Do flight evaluation profiles reflect unit tasking and daily training missions? Are they realistic and incorporate current tactics? (4.7.)

A1.13.1.2.4. How does OGV ensure standardization among squadrons and squadron assigned flight examiners? (3.3.1.)

A1.13.1.2.5. Are flight publications reviewed for currency and proper posting as a requisite to each QUAL evaluation? (4.1.1.1.)

A1.13.1.2.6. (#)Is an EPE accomplished for all QUAL evaluations? (If required by MDS specific Vol. 2.) (4.6.5.1.)

A1.13.1.2.7. (#)Is one EPE being accomplished for each combined evaluation (one for INST/QUAL or INST/QUAL/MSN evaluations)? (4.6.5.1.)

A1.13.1.2.8. (#)Do FEs conduct a separate EPE for all INSTMT/QUAL and MSN evaluations? (N/A for E-3, C/KC-135) (If required by MDS specific Vol. 2.) (4.6.5.1.1.)

A1.13.1.2.9. (#)Are unusual attitude recoveries evaluated during all EPEs for pilots? (if required by MDS Vol. 2)

A1.13.1.2.10. (#)For unsatisfactory EPEs, is the examinee placed in supervised status until a successful recheck is accomplished? How is it documented? (4.6.5.5.)

A1.13.1.2.11. Are initial instructor evaluations accomplished on actual instructional missions whenever possible? (4.3.4.)

A1.13.1.2.12. Are crewmembers designated as instructors evaluated on their ability to instruct during recurring evaluations? Is it documented on the AF Form 8? (4.3.4.)

A1.13.1.2.13. Do FE's immediately(i.e. as soon as practical) notify the examinee's squadron commander/operations officer/flight commander of evaluations graded less than Q-1? (3.5.8.3.)

A1.13.1.2.14. (#)Are crewmembers who "Q-2" or "Q-3" an evaluation put in a supervised status? Are crewmembers who are assigned additional training following a "Q-2" put in supervised status until completion of additional training? How is it documented? (4.12.3.1, 4.9.1.5.)

A1.13.1.2.15. (#)Is additional training accomplished and documented by the last day of the second month (ANG-last day of the third month) following the date of the discrepancy? How is it documented? (4.10.)

A1.13.1.2.16. (#)Are crewmembers who "Q-3" an instrument, qualification, or mission evaluation downgraded to non-CMR? How is it documented? (4.12.2.)

A1.13.1.2.17. (#)Are crewmembers who "Q-3" a mission evaluation downgraded to non-CMR and only permitted to perform basic instmt/qual tasks unless specifically restricted? How is it documented? (4.12.3.2.)

A1.13.1.2.18. Are approaches flown at non-U.S. airfields or bases other than home base during instrument evaluations, if practical? (if required by MDS Vol. II)

A1.13.1.3. Supplementary Evaluations

A1.13.1.3.1. Does the OG/CC direct supplementary evaluations as needed? (3.1.6.)

A1.13.1.3.2. Are supplementary evaluations conducted of unit operational procedures and training programs? For example: Aero Club, Instrument Refresher Course, Simulator Program, Supervisor of Flying Program, Intelligence Training, Weapons/Tactics Training, Functional Check Flight Program, ATC/Base Ops/Weather, Squadron Stan/Eval Programs, or any other area of interest under the OG/CC. (Optional) (3.3.1.5.1.)

A1.13.1.3.3. Are inflight supplementary evaluations conducted to evaluate compliance with special interest items, review trend data, and/or verify other areas of interest as determined by Commanders? (Optional) (3.3.1.5.1.)

A1.13.1.3.4. Is the conduct of supplemental evaluations addressed in the unit's local supplement to 11-202 Vol. 2? (Optional) (A4.1.4.)

A1.13.1.3.5. Does OGV perform supplementary evaluations as directed by the OG/CC? (3.3.1.5.1, 3.3.1.5.4, and the local supplement)

A1.13.1.3.6. If conducted, are supplemental evaluation results documented in SEB minutes? (3.3.1.5.4.7.)

A1.13.1.4. No-Notice Program

A1.13.1.4.1. (#)Is the no-notice program published in the unit supplement? (4.4.3.1.1.)

A1.13.1.4.2. Are no-notice goals established in the unit supplement? (4.4.3.1.1.)

A1.13.1.4.3. Are squadrons meeting no-notice goals? (4.4.3.1.1.)

A1.13.1.4.4. Are no-notice evaluations being administered in a frequent and redundant manner to meet goals established in the unit supplement? (4.4.3.1.2.)

A1.13.1.4.5. Have the same aircrew members been receiving no-notice evaluations? (4.4.3.1.2.)

A1.13.1.5. Aircrew Examinations

A1.13.1.5.1. (#)Do Stan/Eval personnel maintain positive control of all required exams and applicable answer sheets? (5.2)

- A1.13.1.5.2. Does OGV document the group examination program including procedures for reviewing and updating exams in their unit supplement? (5.3.3, 5.3.4.)
- A1.13.1.5.3. Are graded exam answer sheets/computer records retained until an AF Form 8 is complete? (5.3.2.)
- A1.13.1.5.4. Are open book subject areas and the publications used to generate the exam made available to aircrew? (5.4.1.)
- A1.13.1.5.5. (#)Do open and closed book exams contain at least 40 questions unless otherwise specified by 11-MDS specific Vol. 2? (5.4.3.)
- A1.13.1.5.6. (#)Is an independent Boldface/CAPS exam given in conjunction with all closed book exams for aircrew with published Boldface/CAPS? (Can be given in conjunction with an EPE) (5.5.1.1.)
- A1.13.1.5.7. (#)Is the IRC test administered IAW AFMAN 11-210 and contain a minimum of 50 questions? (4.3.1.)
- A1.13.1.5.8. Do all pilots, navigators, WSOs, and EWOs attend IRC and complete the instrument examination? (N/A for EWOs without navigation instrumentation). (5.6.1.)
- A1.13.1.5.9. Is there a minimum of 2 requisite exams for each crew position? (5.7.1.)
- A1.13.1.5.10. Are at least 50% of the questions changed each year? (5.7.2.)
- A1.13.1.5.11. (#)Has the flight surgeon completed the required examination prior to their first flight and at least every 17 months? (5.8.)
- A1.13.1.5.12. Is the flight surgeon exam documented in AFORM's or on a AF Form 8? (5.8.1.)
- A1.13.1.5.13. (#)Are Boldface/CAPS exams accomplished monthly? How is it documented? (5.9.1.)
- A1.13.1.5.14. (#)Has the unit developed procedures for off-station aircrews to ensure compliance with 5.9.1? (5.9.1.1.)
- A1.13.1.5.15. Has the unit conducted semi-annual testing with an exam of at least 25 questions? (5.9.2.)
- A1.13.1.5.16. Were the results (including percentage of aircrews tested) reported in the SEB minutes? (5.9.2.)
- A1.13.1.5.17. Is the passing grade for all boldface/critical action procedures exams 100 percent? (5.10.)
- A1.13.1.5.18. Is the minimum passing grade for all other exams 85 percent? (5.10.)
- A1.13.1.5.19. Are all exams graded prior to the individuals next flight? (5.10.)
- A1.13.1.5.20. (#)Are aircrew members who fail a Boldface/CAP's exam grounded until a successful reexamination is accomplished? How is it documented? (5.11.1.)
- A1.13.1.5.21. (#)If an individual fails an open book, closed book, or instrument written examination, is he/she placed in supervised status until successful re-testing is complete? How is it documented? (5.11.2.)
- A1.13.1.5.22. Are aircrew who fail an exam afforded adequate study time and then given an alternate test? (5.11.3.)
- A1.13.1.6. Trend Analysis
- A1.13.1.6.1. (#)Does OGV establish and maintain a trend program? Is it published in the unit supplement? How are aircrews notified of trends? (3.3.1.4, 3.3.1.4.4.)
- A1.13.1.6.2. Does the unit supplement define trends to include a minimum sample size and percentages that constitute a trend? (3.3.1.4.4.1.)
- A1.13.1.6.3. Does OGV incorporate trend information from all pertinent sources, including daily ground or flight training, all evaluations and written examinations, etc., into the overall trend analysis program? (3.3.1.4.1.1.)
- A1.13.1.6.4. Do units with more than one MDS combine discrepancies common to all aircraft/aircrews to determine trends? (e.g. instrument procedures) (3.3.1.4.2.)

A1.13.1.6.5. (#)When trends are noted, does OGV recommend corrective action and assign an OPR/OCR, report trends and status to the unit CC during the SEB until closed? NOTE: Trend data should be maintained for one year. (3.3.1.4.4.)

A1.13.1.6.6. (#)Are corrective actions appropriate for eliminating the trends? (3.3.1.4.4.)

A1.13.1.7. Stan/Eval Board

A1.13.1.7.1. Does the SEB meet at least semiannually and NLT 30 days after the end of the half? (3.3.1.6.1, 3.3.1.6.3)

A1.13.1.7.2. Is the SEB chaired by the WG/CC, OG/CC or their designated representative, SQ/CC's, and as many unit SEFE's as possible? suggested.

A1.13.1.7.3. Are SEB minutes published IAW Atch 2 and contain as a minimum: attendance, manning, evaluation summary, examination summary, all waivers/extensions, trends, no-notice results, AF Form 847 program, and sup eval results? (3.3.1.6.)

A1.13.1.7.4. (#)Does the WG/CC or OG/CC approve the minutes? (3.3.1.6.4.)

A1.13.1.7.5. Are SEB Minutes sent to the correct addressees? (3.3.1.6.5.)

A1.13.1.8. FCIF Program

A1.13.1.8.1. (#)Is the unit Stan/Eval function [OGV] responsible for FCIF standardization for subordinate flying organizations? (6.3.1.)

A1.13.1.8.2. (#)Is the unit Stan/Eval function [OGV] the focal point for any information inserted into the FCIF? Has the OG/CC approved all FCIF items? (6.3.1.2.)

A1.13.1.8.3. Are all volumes labeled and numbered correctly? (6.3.3.) Vol. I, Part A - Index

A1.13.1.8.4. Does OGV publish the table of contents in Part A, Vol. I? Is it up-to-date? (6.3.1.)

A1.13.1.8.5. Does the table of contents list, as a minimum, all material contained in Volumes I-VI? Dates, sups, changes, etc. not required in index, but good idea. (Must be up to date if included) (6.3.3.2.1.) Vol. I, Part B – Safety of Flight (Go/No-Go Items)

A1.13.1.8.6. (#)Does Part B contain messages and directives of a temporary nature directly pertinent to the safe conduct of daily flying activities? (6.3.3.2.1.)

A1.13.1.8.7. Does part B have a numerical index of current and rescinded FCIF items? (6.3.3.2.2.) Should be OGV controlled.

A1.13.1.8.8. Does index have control number, date distributed, suspense date for removal, title, OPR, date rescinded, and disposition? (6.3.3.2.2.1.)

A1.13.1.8.9. Does each FCIF item have (as a minimum): a control number, post NLT date, date posted, and suspense date? (6.3.3.5.)

A1.13.1.8.10. Does the suspense date also serve as a review date (optional)? (6.3.3.5.5.1.)

A1.13.1.8.11. Are FCIF's filed in reverse numerical sequence with the latest item on top? (6.3.3.2.2.)

A1.13.1.8.12. (#)Are the FCIF's in Part B maintained up-to-date IAW the most recent index letter? (6.3.3.2.3.1.)

A1.13.1.8.13. (#)Are classified entries cross referenced? (6.3.5.1.3.)

A1.13.1.8.14. To prevent overwhelming the crew members with unnecessary details, are salient points extracted from lengthy documents or highlighted (as necessary)? (6.3.3.5.)

Vol. I, Part C – General Read File

A1.13.1.8.15. (#)Does Part C consist of FCIF items containing current operations guidance, which are not critical, nor part of the Go/No-Go system? (6.3.3.2.3.)

A1.13.1.8.16. Are Part C items filed in reverse numerical order and IAW the index letter? (6.3.3.2.3.2.)

Vol. II-III -- Publications (II-AFI's & MAJCOM SUPs, III-MAJCOM/NAF/Local Directives)

A1.13.1.8.17. (#)Do Vols. II-III contain the required publications IAW AFI 11-202 Vol. 2, PACAFSUP1, and the index letter? (6.3.3.3.1, 6.3.3.3.2.)

A1.13.1.8.18. (#)All publications current, and all changes, sups, and IMC's posted correctly? (6.3.3.3.1.)
Vol. IV -- Flight Manuals, Checklists, Aircrew Aids, Technical Orders

A1.13.1.8.19. (#)Does Vol. IV contain applicable flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, air refueling T.O.s and locally prepared aids, IAW AFI 11-202 Vol. 2, PACAFSUP1, and the index letter? (6.3.3.3.3.)

A1.13.1.8.20. (#)Are all Tech Orders, flight manuals, etc., current; are all changes, sups, and IMC's posted correctly? (6.3.3.3.3.)

A1.13.1.8.21. (#)For aircraft designated as "Class 2" in the USAF Aircraft Weight and Balance Classifications is a copy of each canned DD Form 365-4 for the standardized loads maintained in Vol. IV? (6.3.3.3.3.11.)

A1.13.1.8.22. Do units using pre-computed weight and balance forms file them in Vol. IV? (6.3.3.3.3.12.)
VOL. V, Flight Safety Information (optional)

A1.13.1.8.23. Is Vol. V reserved for the unit/squadron safety officer? (6.3.3.3.4.)

A1.13.1.8.24. Are items for the volume submitted to the unit/squadron safety officer for approval? (6.3.3.3.4.)

A1.13.1.9. Go/No-Go Program

A1.13.1.9.1. (#)Has OGV established a positive control system that ensures aircrew members have met all requirements before flight and published it in the unit supplement? (6.4.)

A1.13.1.9.2. Do squadrons use PACAF Form 329, FCIF card, or a wing approved FCIF card, to ensure aircrew read FCIF's prior to flight? (6.3.3.7.1.)

A1.13.1.9.3. (#)Does the wing-approved card include blocks for all Go/No-Go items? (6.3.3.7.1.2.)

A1.13.1.9.4. (#)Does the program provide crewmembers with essential information required to safely perform their next mission and prevent aircrew members from flying who are DNIF/medically disqualified (e.g., immunizations, physiological training, blood donations, dental treatments)? (6.4.1.1, 6.4.1.2.)

A1.13.1.9.5. (#)Has the unit provided for confirmation of FCIF Vol., Part B currency of visiting crewmembers? How? (6.4.1.3.)

A1.13.1.9.6. (#)Is a designated person(s) used to verify GO/NO-GO status prior to releasing the aircrews for a mission? (Can be AC for crew aircraft) (6.4.1.4.)

A1.13.1.9.7. (#)Is there a procedure to notify off-station aircrews of new Vol. I, Part B FCIF items prior to the aircrews next takeoff? (6.3.3.7.5.)

A1.13.1.10. AF Form 847 Program

A1.13.1.10.1. Does the unit have an AF Form 847 program? Is it IAW AFI 11-215? (3.3.1.8.)

A1.13.1.10.2. Are the procedures published in the unit supplement? (A4.1.8.)

A1.13.1.11. No-Notice Evaluations

A1.13.1.11.1. Has the unit published their no-notice program and goals in the unit supplement? (A4.2.3.)

A1.13.1.11.2. Is the unit meeting established goals for no-notice evaluations? (4.4.3.1.2.)

A1.13.2. SQUADRON PROGRAMS

A1.13.2.1. Stan/Eval Organization and Manning

A1.13.2.1.1. Is the squadron commander a flight examiner (FE)? (3.5.2.2.)

A1.13.2.1.2. Does the squadron commander attend as many evaluation critiques as practical? (3.4.)

A1.13.2.1.3. (#)Is the Chief of Stan/Eval an FE who works directly for the SQ/CC? (3.4.9.)

A1.13.2.1.4. Does squadron FE manning not exceed 3 per crew position (5 for non-fighter)? (3.5.3.1.)

A1.13.2.1.5. (#)Does the OG/CC or SQ/CC designate all flight examiners in writing? Is it documented by AFORMS or a letter of certification and reported in the SEB minutes? (3.5.2.)

A1.13.2.1.6. (#)Are FE s nominated by the SQ/CC, approved for entry into the FE upgrade by the OG/CC, and designated by the OG/CC upon successful completion of all unit defined upgrade events? How is it documented? (3.5.2.1.)

A1.13.2.2. Flight Evaluation Folders

A1.13.2.2.1. Is a certified AFORMS product or a Letter of Certification signed by the official authorized to approve AF Form 8s, or other appropriate authority designated in writing, on file for special qualifications/authorizations? (A4.6.)

A1.13.2.2.2. (#)Does the squadron maintain a FEF for all personnel assigned and attached to the squadron for flying? (Verify against letter of X's.) (3.4.3.)

A1.13.2.2.3. (#)Are all crewmembers current in all required evaluations? (Compare checkride zone letter to Form 8s in FEF.) (4.3.)

A1.13.2.2.4. (#)Have all MR, and designated MC crewmembers completed a mission evaluation? Was it in the zone? (4.3.)

A1.13.2.2.5. (#)Are crewmembers with multiple aircraft qualifications receiving mission evaluations in the more demanding aircraft? (4.3.3.2.)

A1.13.2.2.6. (#)Do FEs post a temporary flight evaluation certificate in the FEF while the AF Form 8 is processed? (6.1.5.)

A1.13.2.2.7. (#)Is the FEF maintained by the organization to which the individual is assigned or attached for flying? (A4.1.)

A1.13.2.2.8. (#)Is an initial FEF review accomplished for newly assigned crewmembers? How is it documented? (A4.4.)

A1.13.2.2.9. Is there a locally developed procedure to ensure all approvals and reviews are accomplished and Forms 8 are filed:

A1.13.2.2.9.1. Within 60 calendar days of the date completed for active units? (6.1.5.1.)

A1.13.2.2.9.2. Within 60 days of the date completed or the next UTA, whichever occurs last for ANG and AFRC units? (6.1.5.1.)

A1.13.2.2.10. (#)Is the FEF reviewed annually as a minimum, and reviewed for currency each time a Form 8 is filed? (A4.4.)

A1.13.2.2.11. Is the annual review documented as a one-line entry on the AF Fm 942? (A4.4.)

A1.13.2.2.12. (#)Are discrepancies documented on a MFR and filed chronologically in section II with the AF Form 8s? (A4.4.)

A1.13.2.3. Evaluations

A1.13.2.3.1. (#)Are FE's using evaluation profiles designed and maintained by OGV, as outlined in the applicable AFI 11-2 MDS Vol. 2, for each MDS and crew position? (3.3.1.3.)

A1.13.2.3.2. (#)Do evaluation profiles incorporate all appropriate requirements set forth in the applicable AFI 11-2MDS Vol. 2? (4.7.)

A1.13.2.3.3. (#)Do flight evaluation profiles reflect unit tasking and daily training missions? Are they realistic and incorporate current tactics? (4.7.)

A1.13.2.3.4. Are flight publications reviewed for currency and proper posting as a requisite to each qualification evaluation? (4.1.1.1.)

A1.13.2.3.5. (#)Is one EPE being accomplished for each combined evaluation (one for INST/QUAL or INST/QUAL/MSN evaluation)? (4.6.5.1.)

A1.13.2.3.6. (#)Do FE's conduct a separate EPE for all INSTM/QUAL and MSN evaluations? (N/A E-3, C/KC-135.) (4.6.5.1.1.)

A1.13.2.3.7. (#)Are unusual attitude recoveries evaluated during all EPE's for pilots? (MDS Vol. 2)

A1.13.2.3.8. (#)For unsatisfactory EPE's, is the examinee placed in supervised status until a successful recheck is accomplished? How is it documented? (4.6.5.5.)

A1.13.2.3.9. Are initial instructor evaluations accomplished on actual instructional missions whenever possible? (4.3.4.)

A1.13.2.3.10. Are crewmembers designated as instructors evaluated on their ability to instruct during recurring evaluations? Is it documented on the AF Form 8? (4.3.4.)

A1.13.2.3.11. Do FE's immediately notify the examinee's squadron commander/operations officer/flight commander of evaluations graded less than Q1? (3.5.8.3.)

A1.13.2.3.12. (#)Are crewmembers who "Q-2" or "Q-3" an evaluation put in a supervised status? How is it documented? (4.12.3.1, 4.9.1.5.)

A1.13.2.3.13. (#)Is additional training accomplished and documented by the last day of the 2nd month following the date of the discrepancy? How is this documented? (4.10.)

A1.13.2.3.14. (#)Are crewmembers who "Q-3" an instrument, qualification, or mission evaluation downgraded to non-CMR? How is this documented? (4.12.3.)

A1.13.2.3.15. (#)Are crewmembers who "Q-3" a mission evaluation downgraded to non-MR and only permitted to perform basic qual/instrument tasks unless specifically restricted? How is this documented? (4.12.3.2.)

A1.13.2.3.16. Are approaches flown at non-US airfields or bases other than home base during instrument evaluations, if practical? (MDS Vol. II& PACAFSUP)

A1.13.2.3.17. (#)Are Boldface/CAPS exams accomplished monthly? How is it documented? (5.9.1.)

A1.13.2.4. Go/No-Go

A1.13.2.4.1. Do squadrons use PACAF Form 329, FCIF card, or a wing approved FCIF card, to ensure aircrew read FCIF's prior to flight? (6.3.3.7.1.)

A1.13.2.4.2. (#)Does the wing-approved card include blocks for all Go/No-Go items? (6.3.3.7.1.2.)

A1.13.2.4.3. (#)Does the program provide crewmembers with essential information required to safely perform their next mission and prevent aircrew members from flying who are DNIF/medically disqualified (e.g., immunizations, physiological training, blood donations, dental treatments)? (6.4.1.1, 6.4.1.2.)

A1.13.2.4.4. (#)Has the unit provided for confirmation of FCIF Vol. , Part B currency of visiting crew members? How? (6.4.1.3.)

A1.13.2.4.5. (#)Is a designated person(s) used to verify GO/NO-GO status prior to releasing the aircrews for a mission? (Can be AC for crew aircraft) (6.4.1.4.)

A1.13.2.4.6. (#)Is there a procedure to notify off-station aircrews of new Vol. I, Part B FCIF items prior to the aircrews next takeoff? (6.3.3.7.5.)

A1.13.2.5. FCIF Library

A1.13.2.5.1. (#)Is the unit Stan/Eval function [OGV] responsible for FCIF standardization for subordinate flying organizations? (6.3.1.)

A1.13.2.5.2. (#)Is the unit Stan/Eval function [OGV] the focal point for any information inserted into the FCIF? Has the OG/CC approved all FCIF items? (6.3.1.2.)

A1.13.2.5.3. Are all volumes labeled and numbered correctly? (6.3.3.) Vol. I, Part A -- Index

A1.13.2.5.4. Does OGV publish the table of contents in Part A, Vol. I? Is it up-to-date? (6.3.1.)

A1.13.2.5.5. Does the table of contents list, as a minimum, all material contained in Volumes I-VI? Dates, sups, changes, etc. not required in index, but good idea. (Must be up to date if included) (6.3.3.2.1.) Vol. I, Part B – Safety of Flight (Go/No-Go Items)

A1.13.2.5.6. (#)Does Part B contain messages and directives of a temporary nature directly pertinent to the safe conduct of daily flying activities? (6.3.3.2.1.)

- A1.13.2.5.7. Does part B have a numerical index of current and rescinded FCIF items? Should be OGV controlled. (6.3.3.2.2.)
- A1.13.2.5.8. Does index have control number, date distributed, suspense date for removal, title, OPR, date rescinded, and disposition? (6.3.3.2.2.1.)
- A1.13.2.5.9. Does each FCIF item have (as a minimum): a control number, post NLT date, date posted, and suspense date? (6.3.3.5.)
- A1.13.2.5.10. Does the suspense date also serve as a review date? (6.3.3.5.5.1.)
- A1.13.2.5.11. Are FCIF's filed in reverse numerical sequence with the latest item on top? (6.3.3.2.2.)
- A1.13.2.5.12. (#)Are the FCIF's in Part B maintained up-to-date IAW the most recent index letter? (6.3.3.2.3.1.)
- A1.13.2.5.13. (#)Are classified entries cross-referenced? (6.3.5.1.3.)
- A1.13.2.5.14. To prevent overwhelming the crew members with unnecessary details, are salient points extracted from lengthy documents or highlighted (as necessary)? (6.3.3.5.) Vol. I, Part C – General Read File
- A1.13.2.5.15. (#)Does Part C consist of FCIF items containing current operations guidance, which are not critical, nor part of the Go/No-Go system? (6.3.3.2.3.)
- A1.13.2.5.16. Are Part C items filed in reverse numerical order and IAW the index letter? (6.3.3.2.3.2.) Vol. II-III -- Publications (II-AFI's & MAJCOM SUP's, III-MAJCOM/NAF/Local Directives)
- A1.13.2.5.17. Do Vols. II-III contain the required publications IAW AFI 11-202 Vol. 2, PACAFSUP1, and the index letter? (6.3.3.3.1, 6.3.3.3.2.)
- A1.13.2.5.18. (#)Are all publications current, and all changes, sups, and IMC's posted correctly? (6.3.3.3.1.) Vol. IV -- Flight Manuals, Checklists, Aircrew Aids, Technical Orders
- A1.13.2.5.19. (#)Does Vol. IV contain flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, air refueling T.O.s and locally prepared aids, IAW AFI 11-202 Vol. 2, PACAFSUP1, and the index letter? (6.3.3.3.3.)
- A1.13.2.5.20. (#)Are all Tech Orders, flight manuals, etc., current; are all changes, sups, and IMC's posted correctly? (6.3.3.3.3.)
- A1.13.2.5.21. (#)For aircraft designated as "Class 2" in the USAF Aircraft Weight and Balance Classifications is a copy of each canned DD Form 365-4 for the standardized loads maintained in Vol. IV? (6.3.3.3.3.11.)
- A1.13.2.5.22. Do units using pre-computed weight and balance forms file them in Vol. IV? (6.3.3.3.3.12) VOL. V Flight Safety Information (optional)
- A1.13.2.5.23. (#)Is Vol. V reserved for the unit/squadron safety officer? (6.3.3.3.4.)
- A1.13.2.5.24. Are items for the volume submitted to the unit/squadron safety officer for approval? (6.3.3.3.4.)
- A1.13.2.6. Trends
- A1.13.2.6.1. (#)How does the squadron assist in managing the unit Stan/Eval trend program? (3.4.4.)
- A1.13.2.6.2. (#)How is trend data compiled as outlined under the wing program? (3.3.1.4.1.1.)
- A1.13.2.6.3. (#)How are aircrews notified of trend data? (3.4.4.)
- A1.13.2.7. Briefing Facilities
- A1.13.2.7.1. Are briefing rooms well lighted and large enough to comfortably seat all flight members? (A8.5.3.)
- A1.13.2.7.2. Are briefing rooms IAW the local chapter 7 supplement? Are all required items present and current? (A8.5.3.)
- A1.13.2.8. No-Notice Program
- A1.13.2.8.1. (#)Does the squadron execute the no-notice program IAW the unit supplement? (4.4.3.)
- A1.13.2.8.2. (#)Are aircrew members notified of the no-notice evaluation at or after the beginning of normal preparation time for the mission? (4.4.3.)

A1.13.2.8.3. Are no-notice evaluations distributed proportionately among aircrew positions, weapons systems, and type check? (4.4.3.1.)

A1.13.2.8.4. (#)Are units meeting established goals for no-notice evaluations? (4.4.3.1.2.)

A1.13.2.9. 847 Program

A1.13.2.9.1. (#)Is there an active 847 program? Are aircrew members actively encouraged to submit 847s? (3.3.1.8.)

A1.13.2.9.2. Are 847s prominently displayed to make submissions easy? (3.3.1.8.)

A1.13.2.9.3. Are pending 847s maintained on file and reviewed periodically to monitor progress of specific AF Form 847s? (3.3.1.8.)

A1.14. AIRCREW OPERATIONS AND TRAINING (AFI 11-2MDS, Vol. 1) (OPR: PACAF/DOTT)

A1.14.1. Does the wing/group designate the training level to which each RPI-6 flyer (ANG: all flyers) will train? (Chap 1)

A1.14.2. Does the wing/group review programs and manning position designations annually (ANG: HQ ACC/DOT)? (Chap 1)

A1.14.3. Does the wing/group (if applicable) forward supplements to this instruction and other supporting documents to PACAF for review? (Chap 1)

A1.14.3.1. Does the wing/group review supplements annually? (Chap 1)

A1.14.4. Does the wing/group identify training shortfalls that adversely impact combat capability through appropriate channels? (Chap 1)

A1.14.5. (#)Does the squadron supervision ensure adequate continuity and supervision of individual training needs, experience, and proficiencies of assigned/attached pilots? (Chap 1)

A1.14.6. (#)Does the squadron supervision review training and evaluation records of newly assigned crewmembers and those completing formal training to determine the training required for them to achieve BMC or CMR and to ensure provisions of this instruction have been met? (Chap 1)

A1.14.7. Does the squadron supervision ensure RAP missions are oriented to developing basic combat skills or practicing tactical employment simulating conditions anticipated in the unit mission and provide guidance to ensure only effective RAP missions are logged as RAP sorties? (Chap 1)

A1.14.8. (#)Does the squadron supervision determine missions/events in which individual BMC crewmembers will maintain qualification versus familiarization? (Chap 1)

A1.14.8.1. Does the squadron supervision determine utilization of BMC crewmembers? (Chap 1)

A1.14.9. (#)Does the squadron supervision determine how many and which BMC and CMR crewmembers will carry special capabilities/qualifications? (Chap 1)

A1.14.10. Does the squadron supervision determine breadth and depth of supervisory review of armament recordings? (Chap 1)

A1.14.11. (#)Does the squadron supervision monitor individual assigned/attached crewmember currencies and requirements? (Chap 1)

A1.14.11.1. (#)Does the squadron supervision ensure crewmembers only participate in sorties, events, and tasks for which they are adequately prepared, trained, and current? (Chap 1)

A1.14.11.2. (#)Unless specifically directed, does the SQ/CC determine the level of supervision necessary to accomplish the required training? (Chap 1)

A1.14.12. Does the SQ/CC place highest priority on training designated aircrews to CMR? (Chap 1)

A1.14.13. Does the unit maintain crewmember records for individual training and evaluations IAW AFI 11-401; AFMAN 37-139, Table 36-44; ACCR 50-31 (ACCI 11-464); AFM 171-190, Volume 2, Sections A through K; and appropriate MAJCOM directives? (Chap 1)

- A1.14.14. (#)Does the unit track the following information for all crewmembers (as applicable)?
- A1.14.14.1. Ground training?
- A1.14.14.2. Requirements and accomplishment of individual sorties, RAP sortie types, and events cumulatively for the training cycle?
- A1.14.14.3. RAP sortie requirements and accomplishment using 1-month and 3-month running totals for lookback? (Chap 1)
- A1.14.14.4. Currencies? (Chap 1)
- A1.14.14.5. Weapons employment records in sufficient detail to document all employment attempts as well as to compute Circular Error Probable (CEP) and event hit percentage histories? (Chap 1)
- A1.14.15. (#)Do units, as a guide, review the following AVTR items: Titling, weapons parameters, accuracy, identification procedures, fragmentation clearance, adherence to Training Rules, communications procedures and discipline, flight discipline, proper Anti-G Straining Maneuver IAW paragraph 4.13, tactical employment, and instrument approaches? (Chap 1)
- A1.14.16. Does the unit submit an annual report of all incomplete training to PACAF/DOT? (Chap 1)
- A1.14.16.1. Does the unit forward their specific shortfalls/limfacs to HQ PACAF/DOT each quarter during the training cycle IAW the RAP Tasking Message (if applicable)?
- A1.14.17. Do all local IQT checkout programs receive appropriate HHQ approval? (Chap 2)
- A1.14.17.1. Are all IQT training programs completed within the time specified by the syllabus? (Chap 2)
- A1.14.17.2. If an IQT program goes over the specified time limit, does the unit notify the HQ PACAF/DO with applicable information? (Chap 2)
- A1.14.18. (#)Does the unit ensure MQT programs are complete within 90 calendar days? (Chap 3)
- A1.14.18.1. Does the unit ensure initial verification/certification, AAR, and initial CW flight training (as applicable) is complete NLT 90 days from MQT certification, and if not, are the aircrews regressed to N-CMR/N-BMC? (Chap 3)
- A1.14.19. (#)Does every training device mission include selected critical action emergency procedures and unusual attitude/inadvertent weather entry procedures? (Chap 3)
- A1.14.20. (#)Is physiological training conducted IAW AFI 11-403 and PACAF supplements? (Chap 4)
- A1.14.21. (#)Is situational emergency procedures training (SEPT) accomplished each calendar month? (Chap 4)
- A1.14.21.1. Are aircrews who fail to accomplish SEPT by the end of the month, grounded until the training is complete? (Chap 4)
- A1.14.21.2. Is the SQ/CC involved in the selection of a monthly SEPT topic? (Chap 4)
- A1.14.21.3. Are SEPT scenarios developed using mishaps/incidents as baseline cases? (Chap 4)
- A1.14.21.4. Does each SEPT session discuss at least two EPs for each phase of flight? (Chap 4)
- A1.14.21.5. Does each aircrew accomplish at least two SEPTs each training period (annual) with an IP or squadron supervisor? (Chap 4)
- A1.14.22. (#)Does the unit have a process to ensure aircrews do not fly sorties/events in which they are not current except for the purpose of regaining currency? (Chap 4)
- A1.14.22.1. (#)Do all units follow recurrency guidelines in AFI 11-2MDS, Vol. 1 series, for aircrews who lose currency in a sortie/event? (Chap 4)
- A1.14.23. Does the SQ/CC determine the minimum number/type of training device continuation training (CT) missions that require supervision? (Chap 4)
- A1.14.24. (#)Do BAQ crewmembers fly a supervised sortie (squadron supervisor or IP) at least once every 60 calendar days. In addition, if a BAQ crewmember does not fly for 21 days (inexperienced) or 30 days (experienced), is the next sortie flown with a squadron supervisor or an IP? (Chap 4)

A1.14.24.1. Are BAQ crewmembers that remain in BAQ status for more than 6 months grounded (except general officers above wing level)? (Chap 4)

A1.14.25. (#)Do CMR/BMC aircrews maintain sortie rate (lookback) IAW Table 1.1. and paragraph 4.7.? (Chap 4)

A1.14.25.1. If CMR/BMC aircrews do not meet 3-month lookback requirements, are they regressed to N-CMR/N-BMC status (or one-month probation), removed from a CMR/BMC manning position, or action initiated to remove them from flying status? (Chap 4)

A1.14.25.2. (#)Do CMR/BMC aircrews regressed to N-CMR/N-BMC for lookback complete a SQ/CC approved recertification program and meet the subsequent 1-month lookback requirement prior to reclaiming CMR/BMC status? (Chap 4)

A1.14.26. (#)Do CMR/BMC aircrews accomplish RAP sorties, mission types, and events including weapons qualification IAW AFI 11-2MDS, Vol. 1, and the PACAF RAP Tasking Message? (Chap 4)

A1.14.27. (#)Do CMR aircrews accomplish Ground Training IAW Table 4.1? (Chap 4)

A1.14.28. Do CMR aircrews accomplish Verification IAW paragraph 4.2.7? (Chap 4)

A1.15. WEAPONS AND TACTICS (AFI 11-415) (OPR: PACAF/DOTW)

A1.15.1. Wing/Detachment Weapons and Tactics Management

A1.15.1.1. Are annual weapons and tactics review boards held?

A1.15.1.1.1. Are minutes kept and forwarded to next higher headquarters?

A1.15.1.1.2. Does attendance include: WG/CC; OG/CC/CD; OSS Weapons and Tactics/Training/Plans/Intel; and SQ/CC/DO/Weapons and Tactics?

A1.15.1.2. Is Weapons and Tactics shop manning appropriate for required tasks?

A1.15.1.3. Is the OSS/CC the reporting official for the Chief of Weapons and Tactics?

A1.15.1.4. Do weapons officers maintain CMR/MR, as appropriate, status?

A1.15.1.5. Does the wing Weapons and Tactics Officer document deficiencies in training and tactics which may inhibit mission accomplishment and cannot be corrected at unit level?

A1.15.1.6. Are deficiencies documented since last inspection?

A1.15.1.7. Is there an established liaison between Weapons and Tactics and Training/Stan Eval to optimize tactics related ground and flying programs?

A1.15.1.8. What is the established relationship between Operations and Maintenance through Weapons and Tactics?

A1.15.1.8.1. (#)Does Weapons and Tactics analyze deficiencies in equipment and procedures that inhibit mission accomplishment?

A1.15.1.8.2. (#)Are those deficiencies documented?

A1.15.1.8.3. Do deficiencies forwarded to HHQ in writing contain problem statements and recommended corrections?

A1.15.1.9. Is a Weapons and Tactics library established and are pubs current?

A1.15.1.9.1. Are proper and sufficient pubs included?

A1.15.1.9.1.1. Is there access to the SIPRNET for publications held electronically?

A1.15.1.10. Is a wing level aircrew weapons proficiency recognition program established?

A1.15.1.11. Does wing Weapons and Tactics monitor and assist squadrons in aircrew and/or controller training and mission planning?

A1.15.1.11.1. Does wing Weapons and Tactics actively participate in required weapons academic training?

A1.15.1.12. Does wing Weapons and Tactics monitor completion of weapons delivery qualification?

A1.15.1.13. Does wing Weapons and Tactics effectively monitor training munitions requirements and expenditures?

A1.15.1.14. Does the wing have a designated EWO/ECP?

A1.15.1.14.1. Has the wing ECP attended the Fighter Electronic Combat Officer Course (FECOC)?

A1.15.1.14.2. (#)Does the wing EWO/ECP have effective procedures for executing and monitoring reprogramming of electronic warfare assets (RWR, HTS, ADS, etc.)?

A1.15.1.14.3. Does the wing EWO/ECP monitor the reliability of unit EW equipment?

A1.15.1.14.4. Does the wing train with all available EW equipment regularly?

A1.15.1.15. Are Tactics Improvement Proposals (TIPS) reviewed and forwarded to the respective NAF IAW MCR 11-290 (AFI 99-150)?

A1.15.2. Squadron Weapons and Tactics Management

A1.15.2.1. Is the squadron Chief of Weapons and Tactics a Weapons School Graduate?

A1.15.2.2. Is the Weapons shop adequately staffed and organized for required tasks?

A1.15.2.3. Is the SQ/DO the reporting official for the squadron Chief of Weapons and Tactics?

A1.15.2.4. Does the squadron Weapons and Tactics officer maintain a thorough knowledge of current threats and assess the unit's capability to perform assigned and contingency missions using available publications, hardware, software, training and tactics?

A1.15.2.5. Does the squadron Weapons and Tactics officer identify and document deficiencies in training, equipment, and tactics that inhibit mission accomplishment?

A1.15.2.6. Does the squadron Weapons and Tactics officer coordinate with the SQ/DO to correct deficiencies?

A1.15.2.7. Does the squadron Weapons and Tactics officer ensure timely dissemination of appropriate tactics and tactics related information to assigned aircrews/weapons controllers?

A1.15.2.8. Has the squadron Weapons and Tactics officer established and maintained a squadron tactics library consisting of documents prescribed in MCR 55-120 (AFI 11-415) and as directed by wing Weapons and Tactics?

A1.15.2.9. Does the squadron Weapons and Tactics officer maintain familiarity with the contents of AFTTP 3-1 and AFTTP 3-3 pertaining to the unit mission?

A1.15.2.10. Has the squadron Weapons and Tactics officer established a squadron standard tactics manual?

A1.15.2.10.1. Is the manual tailored to unit tasking, plans, and expected threat?

A1.15.2.11. Is a liaison established between squadron Weapons and Intel shops?

A1.15.2.11.1. Does the squadron use intel in threat knowledge training?

A1.15.2.11.2. How often are current intel briefings given?

A1.15.2.12. Is there an active video assessment program?

A1.15.2.12.1. Do aircrews review video tapes in a timely manner?

A1.15.2.12.2. Is tape required on all training sorties?

A1.15.2.13. Does the squadron Weapons and Tactics officer effectively track training munitions allocations, off station requirements, and unit expenditures IAW AFI 36-2217?

A1.15.3. Wing/Squadron Weapons Functional Areas

A1.15.3.1. Has the unit established a Weapons and Tactics shop within operations to serve as a focal point for all tactical force employment matters?

A1.15.3.2. Does the Weapons and Tactics shop devise realistic combat scenarios emphasizing the unit's primary combat mission, including simulated situations and threats for daily training flights?

A1.15.3.3. Does the squadron have a designated EWO/ECP to coordinate and instruct EW training?

A1.15.3.4. Are HHQ/Wing identified deficiencies corrected in a timely manner?

A1.15.4. Squadron Video Assessment Program

A1.15.4.1. Has a video recording officer been designated?

A1.15.4.2. Is a trend analysis program interfaced with video?

A1.15.4.2.1. Are poor performers identified to squadron supervisors?

A1.15.4.3. Is a system established to ensure video is reviewed by aircrew in a timely manner?

A1.15.4.4. Is sufficient video equipment available to allow prompt reviewing of tape?

A1.15.5. Top Performer Recognition Program

A1.15.5.1. Is a Top Performer program established, emphasizing excellence in the unit's primary combat mission?

A1.15.5.2. Do winners receive appropriate wing-wide recognition?

A1.15.5.3. Are Top Performer procedures and criteria available for tape-assessors and aircrew to review?

A1.15.6. Academic Training Program

A1.15.6.1. Does the squadron Weapons and Tactics officer have a planned training program?

A1.15.6.2. Do Weapons and Tactics officers and weapons specialty instructors conduct academic sessions on a regular basis?

A1.15.6.3. Are lesson plans maintained for all training sessions?

A1.15.6.4. Are new developments reviewed and included in weapons academics?

A1.15.6.5. Is weapons refresher training conducted at least every 12 months?

A1.15.6.6. Does wing Weapons and Tactics evaluate this training?

A1.15.6.7. Is a comprehensive examination used during refresher training?

A1.15.6.8. Is weapons academic training recorded by subject?

A1.15.6.8.1. Is the date and type of certification completed listed on individual weapons certification/recertification records?

A1.15.6.9. Are consistently low performers identified?

A1.15.6.9.1. Is remedial instruction/training provided?

A1.15.7. Publications Library Management

A1.15.7.1. Is a read file of current Weapons School texts and Weapons School reviews available?

A1.15.7.2. Is a weapons MQF available, reviewed, and updated periodically?

A1.15.7.3. Are Weapons and Tactics newsletters readily available for aircrews?

A1.15.7.4. Is classified material readily available to aircrews and controlled properly?

A1.15.8. Weapons Delivery/Gunnery Qualification Program

A1.15.8.1. Is an AFI 11-Fxx Weapons Qualification Chart used to assess aircrew weapons delivery accuracy?

A1.15.8.1.1. Is the chart used to coordinate with scheduling to attain and maintain currency?

A1.15.8.2. Are substandard individuals brought to the attention of their flight commander and DO?

A1.15.8.3. Are weapons delivery printouts current and periodically reviewed?

A1.15.8.4. Are procedures established ensuring aircrew sign in sheets and official range score records agree?

A1.15.8.5. (Does not apply to the ANG) Are weapons delivery printouts for PCS aircrews forwarded to the gaining unit?

A1.15.8.6. Has a program been designated at the squadron to ensure systems effectiveness, identify discrepancies, and resolve maintenance problems on systems including: Maverick; LANTIRN; NVG; GBU-15; AGM-88; AGM-130?

A1.15.9. Maintenance Liaison Program

A1.15.9.1. Has a maintenance liaison officer been appointed?

A1.15.9.2. Is feedback received on equipment installation and maintenance problems?

A1.15.9.3. Are maintenance personnel included in ground training sessions to provide insight into system capabilities and limitations?

A1.15.10. GCI/AWACS Liaison Program

A1.15.10.1. Has a GCI/AWACS liaison officer been appointed?

A1.15.10.2. Does the squadron provide weapons controllers with feedback by debriefing all GCI/AWACS missions?

A1.15.10.3. Is an orientation program for visiting GCI/AWACS weapons controllers/technicians established to acquaint them with specific aircraft and weapons capabilities?

A1.15.11. Intelligence Liaison Program

A1.15.11.1. Is intelligence tasked to periodically brief simulated scenarios for flight briefings?

A1.15.11.2. Do a squadron pilot and intelligence officer attend the annual AIT?

A1.15.12. Mobility Procedures

A1.15.12.1. Has a list of mobility items, including security classifications, been compiled?

A1.15.12.2. Are procedures established to organize assembly and packing of all Weapons and Tactics materials being mobilized?

A1.15.12.3. Has a suitable safe been designated for mobilization that can store necessary classified material?

A1.15.13. C-130 Specific

A1.15.13.1. Are active drop/landing zone surveys current within 5 years?

A1.15.13.2. Are approved DZ/LZ surveys forwarded to AMC TACC/XOXX within 72 hours of approval?

A1.16. COMMAND AND CONTROL (C2) (OPR: 502 AOS)

A1.16.1. Organization and Responsibilities

A1.16.1.1. (Does not apply to the ANG) (#)Does the installation Command Post (CP) consist of at least six functions: management, operations, maintenance, reports, training, and battle management/survival recovery center? (PACAFI 10-207, para 1.3.1.)

A1.16.1.2. (#)Is management complying with tour and duty restrictions for command and control shift personnel as outlined in PACAFI 10-207? (PACAFI 10-207, para 1.5.)

A1.16.1.3. If assigned to CP, is COMREP used? (AFI 10-207, para 3.2.)

A1.16.1.3.1. If a COMREP is assigned to the unit, is he/she certified by the wing commander or his designated alternate in both Emergency Actions (EA) and Reports? (PACAFI 10-207, para 1.7.2.)

A1.16.2. (Does not apply to the ANG) Manning Policies and Controller/Coordinator Qualifications

A1.16.2.1. (#)Does the EA team consist of two certified controllers? (PACAFI 10-207, para 2.6.6.)

A1.16.2.1.1. (#)If not, has the CP requested and received an approved waiver authorizing a change in EA team composition as required by PACAFI 10-207? (PACAFI 10-207, para 2.4.)

A1.16.2.2. (#)Do all CP personnel, except Maintenance Operations Center (MOC) personnel possess a Top Secret security clearance and are they granted access? [NOTE: Personnel with an Interim Top Secret security clearance pending receipt of final clearance may perform duties in the CP. MOC personnel must have at least a Secret security clearance.] (AFI 10-207, para 3.3. and PACAFI 10-207, para 2.6.1.)

A1.16.2.3. Are CP Manning Reports being submitted? (PACAFI 10-207, para 2.7.)

A1.16.3. Command Center/Post Functions and Procedures

A1.16.3.1. (#)Does the CP ensure information contained in the COMPACAF EAP is disseminated only on a strict-need-to-know basis? (PACAFI 10-210, para 1.2.)

A1.16.3.2. Are procedures established to control entry into the CP? (PACAFI 10-207, para 3.3.1.)

A1.16.3.3. (#)Is a duress alarm located at each Emergency Actions (EA) controller, MOC senior coordinator, and CP entry controller position? (PACAFI 10-207, para 3.3.7.)

A1.16.3.3.1. (#)Do duress alarms provide separate activation from each position, and terminate at Security Forces Control Center (SFCC)? (PACAFI 10-207, para 3.3.7.)

A1.16.3.4. (#)Are classified documents being safeguarded IAW DOD 5200-1R, AFI 10-1101 and 31-401, AFI 10-1102 and PACAF Supplements? (PACAFI 10-207, para 3.4.)

A1.16.3.5. Does the CP chief maintain a current set of operating instructions (OI)? (PACAFI 10-207, para 3.10.1.)

A1.16.3.5.1. As a minimum, is each OI reviewed annually by the CP chief and are QRCs reviewed semi-annually by the CP chief, superintendent and MOC superintendent/NCOIC? Are these reviews documented? (PACAFI 10-207, para 3.10.1. and 3.10.2.)

A1.16.3.6. Are checklist action items addressed in sequential order and marked appropriately prior to proceeding to a follow-on item? (PACAFI 10-207, para 3.12.)

A1.16.3.7. Are CP events logs maintained? (PACAFI 10-207, para 3.13)

A1.16.3.8. Does the CP maintain a Controller/Coordinator Information File (CIF) for CP controllers and MOC coordinators as required? (PACAFI 10-207, para 3.14.)

A1.16.3.9. (Does not apply to the ANG) Is the CIF reviewed by EA controllers and MOC coordinators prior to assuming shift? (PACAFI 10-207, para 3.14.)

A1.16.3.10. Is the functional publications library current and kept in the command and control facility for use by the controllers? (PACAFI 10-207, para 3.15.1.)

A1.16.3.11. Does the CP functional publications library have all required publications IAW AFI 37-160 and PACAFI 10-207, Atch 3? (PACAFI 10-207, para 3.15.1.)

A1.16.3.12. (#)Has the commander established procedures for a pyramid notification system during “normal communications” and “communication out” situations? (PACAFI 10-207, para 3.16.)

A1.16.3.13. (#)Does the CP maintain communication connectivity, secure and nonsecure, within the chain of command? (AFI 10-207, para 2.3.2.)

A1.16.3.14. Do controllers exceed the maximum number of notifications allowed during a pyramid recall activation (maximum 10 for single EA controller/20 for EA team)? (PACAFI 10-207, para 3.17.1.)

A1.16.3.15. Are CPs ensuring controllers on mobility are familiar with the deployed location facilities and available communications? (PACAFI 10-207, para 3.23.2.)

A1.16.4. Command Center/Post Functions During Increased Readiness

A1.16.4.1. (#)During emergency operations, is the entry controller position manned by SF personnel or other trained augmentees? (PACAFI 10-207, para 4.3.2.)

A1.16.4.1.1. When an entry controller is posted at the door, is the individual provided a current Entry Authority List (EAL), special written security instructions, and a positional duty briefing prior to assuming duty? (PACAFI 10-207, para 4.3.2.)

A1.16.4.1.2. Does the CP chief, superintendent, or senior duty controller coordinate the release of the entry controller from their post? (PACAFI 10-207, para 4.3.2.)

A1.16.4.2. (#)If detached, is communications equipment, i.e., telephone equipment room, UHF radio equipment, etc., adequately safeguarded? (PACAFI 10-207, para 4.3.3.)

A1.16.4.3. Are procedures established for receipt, authentication, and use of EALs? (AFI 31-101 and PACAFI 10-207, para 4.3.4.)

A1.16.5. PACAF Air Mobility Operations

A1.16.5.1. (#)Does the CP coordinate pre-launch, enroute, and post launch activities for all PACAF and non-AMC tanker/airlift aircraft? The areas supported should include but not be limited to: crew management and staging, customs and security, in-flight kitchen support, billeting, maintenance support, communication, and transportation. (PACAFI 10-207, para 5.3.)

A1.16.5.2. Has the CP established access to either C2IPS or GDSS for their controllers? (PACAFI 10-207, para 5.3.2.)

A1.16.5.3. (#)Does the CP track the maintenance status of aircraft to ensure crews are not alerted against non-mission capable (NMC) aircraft? (PACAFI 10-207, para 5.4.)

A1.16.5.4. (#)Does the CP coordinate with the local aerial port agency, whether an AMC or contract facility, to brief the crew on their load? (PACAFI 10-207, para 5.4.)

A1.16.5.5. (#)Does the CP enter landing and takeoff times for each aircraft and each mission leg (sortie) into C2 systems or relay the information to the PACAF AMOCC if unable to enter the information? (PACAFI 10-207, para 5.5.)

A1.16.5.6. (#)Does the CP correctly identify delay codes for late aircraft and enter the codes into C2 systems? (PACAFI 10-207, para 5.5.)

A1.16.5.7. Has the CP established procedures to ensure complete information concerning actual or alleged border/buffer zone violations are forwarded through channels to the PACAF Command Center without delay? (PACAFI 10-207, para 5.9.5.)

A1.16.5.8. (#)Has a detailed QRC/procedure been developed to establish and control a Conference HOTEL when required? (PACAFI 10-207, para 5.10.2.)

A1.16.5.9. Has a QRC been developed for air refueling coordination, for CP's monitoring air refueling aircraft? (PACAFI 10-207, para 5.11.1.)

A1.16.5.10. (#)Does the CP have procedures established to manage tanker/airlift crew, if applicable? (PACAFI 10-207, para 5.12. through 5.13.3.3.)

A1.16.5.11. Has the CP established procedures for upholding it's responsibilities under Project PRIME KNIGHT? (PACAFI 10-207, para 5.13.3. through 5.15.3.3.)

A1.16.6. Training and Certification

A1.16.6.1. Has the CP chief appointed, by letter, a training manager to maintain and administer the controller training program? (PACAFI 10-207, para 6.3.2.1.1.)

A1.16.6.1.1. Has a copy of the most current training manager(s) appointment letter been sent to PACAF AOS/AOPO? (PACAFI 10-207, para 6.3.2.1.1.)

A1.16.6.2. Is a Command Post Training and Certification Book properly maintained? (PACAFI 10-207, para 6.3.7. through 6.3.7.7.)

A1.16.6.3. (#)Is the certifying official IAW PACAFI 10-207? (PACAFI 10-207, para 6.3.5.3.)

A1.16.6.4. Is PACAF Form 17, Controller Certification Record, properly annotated and maintained in the Command Post Controller Training and Certification Book for all controllers? (PACAFI 10-207, para 6.3.5.4. and 6.3.6.2.)

A1.16.6.4.1. (#)Does the CP training manager document controller certification or decertification (if decertified, state reason why on back of the PACAF Form 17)? (AFI 10-207, para 5.4.2.4 and PACAFI 10-207, para 6.3.6.2.)

A1.16.6.5. Does the CP chief, not later than the first day of each month, sign and publish a self-study letter detailing areas to be studied by all certified controllers? (PACAFI 10-207, para 6.3.2.1.5.)

A1.16.6.5.1. Are self-study letters being retained for 12 months? (PACAFI 10-207, para 6.3.2.3.4.3.)

A1.16.6.6. Does the CP training manager have training outlines established for certification and refresher training? (PACAFI 10-207, para 6.3.2.3.3. and 6.3.4.2.)

A1.16.6.6.1. Are certification training outlines maintained for six months? (PACAFI 10-207, para 6.3.4.1.)

A1.16.6.6.2. Does the CP certification outline contain introductory SORTS training to ensure all certified controllers receive introductory SORTS training? (PACAFI 10-207, para 6.3.3.2.)

A1.16.6.6.3. Have all controllers received GCCS training? As a minimum controllers should be able to use Netscape news groups and mail functions. (PACAFI 10-207, para 6.3.3.3.)

A1.16.6.6.4. (Does not apply to the ANG) (#)Are controllers certified NLT 60 days after the first day entered into certification training? (PACAFI 10-207, para 6.3.5.)

A1.16.6.7. (#)Are individuals being trained by a qualified trainer, as outlined in AFI 36-2201, and for EA and SORTS certification, is the trainer certified in that particular area? (AFI 36-2201, para 4.9.1.5. and PACAFI 10-207, para 6.3.1.2.)

A1.16.6.8. Has the CP chief and superintendent completed certification training? (PACAFI 10-207, para 6.3.5.1.)

A1.16.6.8.1. Are certification training outlines for the CP chief and superintendent being maintained for the duration of their assignment? (PACAFI 10-207, para 6.3.5.1.)

A1.16.6.9. (#)Has the training manager developed a unit training plan that ensures annual review and self-study of all CP documents as outlined in PACAFI 10-207? (PACAFI 10-207, para 6.3.2.3.2.)

A1.16.6.10. (#)Does the CP controller training program consist of certification, refresher, and recurring training programs? (PACAFI 10-207, para 6.3.4.)

A1.16.6.11. (#)Is a recurring training program established consisting of formal, self-study, and examination training? (PACAFI 10-207, para 6.3.4.3.)

A1.16.6.12. Is Self-Study training being conducted as outlined in PACAFI 10-207? (PACAFI 10-207, para 6.3.2.3.4. through 6.3.2.3.4.3.)

A1.16.6.13. Is examination training being conducted as outlined in PACAFI 10-207? (PACAFI 10-207, para 6.3.4.3.2. through 6.3.4.3.3.)

A1.16.6.14. (#)Are all certified controllers receiving monthly scenario training IAW PACAFI 10-207? (PACAFI 10-207, para 6.3.4.3.2.)

A1.16.6.15. (#)Do controllers who are absent from duty or away from home station for 60 or more calendar days receive refresher training and recertify? (PACAFI 10-207, para 6.3.4.2.)

A1.16.6.16. (#)Do controllers, who are absent during formal training, make-up the training within seven calendar days and is it documented? (PACAFI 10-207, para 6.3.2.4.1.)

A1.16.6.17. (#)Is formal training for all certified controllers conducted, as a minimum, one hour per month, documented on PACAF Form 15, and maintained for one year? (PACAFI 10-207, para 6.3.4.3.1.2. and 6.3.4.3.1.3.)

A1.16.6.18. (#)Are separate exams prepared and administered for each certified position? (PACAFI 10-207, para 6.3.4.3.2.1.)

A1.16.6.19. Has the unit commander appointed task trainers and task certifiers in writing? (AFI 36-2201, para 4.9.1.5.)

A1.16.6.19.1. Have all individuals listed on the task certifier/trainer letter received applicable training within the last 5 years? (PACAFI 10-207, para 6.3.1.2. and 6.3.1.3.)

A1.16.6.20. (#)Has a Maintenance Coordinator Training Program has been established IAW PACAFI 10-207? (PACAFI 10-207, para 6.4.)

A1.16.6.21. Are AF Form 623's maintained IAW AFI 36-2201?

A1.16.7. Reports Section

A1.16.7.1. Does the Reports Section manage, as a minimum, the following reporting systems:

A1.16.7.1.1. (#)Air Force Operational Reporting System (AFOREPS) in accordance with AFMAN 10-206 and the PACAF Supplement? (AFI 10-207, para 4.3.2.)

A1.16.7.1.2. (#)Status of Resources and Training Systems (SORTS) in accordance with AFI 10-201 and the PACAF Supplement? (AFI 10-207, para 4.3.3.)

- A1.16.7.1.3. (#)Arms Control Treaty Reporting, where applicable? (AFI 10-207, para 4.3.3.)
- A1.16.7.2. (Does not apply to the ANG) (#)Has the CP established host-tenant support agreements with all tenant units assigned or attached to the installation for the reporting of events/incidents under the AFOREPS system? (AFMAN 10-206, PACAF Sup, para 1.3.1. through 1.3.2.)
- A1.16.7.3. (#)Are the reports listed in PACAFI 10-207, para 3.19.5, precanned for controller use in primary and alternate facilities? (PACAFI 10-207, para 3.19.5. through 3.19.5.14.)
- A1.16.7.4. Have procedures been established to submit Helping Hand and Covered Wagon reports IAW AFI 31-101? (PACAFI 10-207, para 3.19.)
- A1.16.7.5. (#)Is the Commander's Availability being reported as required? (AFI 10-205 and PACAF supplement)
- A1.16.8. Command Post Location, Equipment, Arrangement, and Emergency Power.
- A1.16.8.1. Does the command and control facility have appropriate reproduction equipment to support the commander's staff during contingencies? (PACAFI 10-207, para 8.3.2.)
- A1.16.8.1.1. Has the CP identified at least one back-up copier for use if primary copier fails? (PACAFI 10-207, para 8.3.2.)
- A1.16.8.2. Are there tape recorders, projection machines, and similar audiovisual aids to facilitate training and commander's briefings? (PACAFI 10-207, para 8.3.3.)
- A1.16.8.3. Are telephones and radio equipment arranged so they are usable from each controller position? (PACAFI 10-207, para 8.4.1.)
- A1.16.8.4. (#)Does the CP maintain dedicated phone lines for the sole use of Command Post Alerting Network (CPAN) and have the capability to be conferenced by both EA controllers or have the ability to be heard over a speaker system? (PACAFI 10-207, para 9.3.4.)
- A1.16.8.5. Does the DSN circuit interface to the console and is it capable of patching to all console lines? (PACAFI 10-207, para 9.3.5.)
- A1.16.8.6. (#)Do CP's that communicate directly with aircraft have at least one multi-channel UHF radio? (PACAFI 10-207, para 9.3.7. and Atch 2)
- A1.16.8.7. (#)Do CP's that communicate directly with aircraft have UHF, including tactical secure voice capability and tactical HF/FM radios, to the extent of aircraft capabilities? (PACAFI 10-207, para 9.3.7.)
- A1.16.8.8. Is the CP tied into the LST-5D/URC-110 SATCOM system for backup communications, if required? (PACAFI 10-207, para 9.3.8.)
- A1.16.8.9. Is the installation communications center which supports the CP situated to ensure immediate delivery of record traffic? If not, is an electronic remote receiver or pneumatic tube system installed between the CP and communications center to ensure this requirement is met? (PACAFI 10-207, para 9.4.)
- A1.16.8.10. If the CP does not have direct weather support, is a direct line to communicate with the weather support facility provided? (PACAFI 10-207, para 9.5.)
- A1.16.8.11. (#)Does the CP have all required communications equipment? (PACAFI 10-207, para 9.8. and Atch 2)
- A1.16.8.12. Has the CP chief ensured the visual displays satisfy the needs of the commander and staff? (PACAFI 10-207, para 10.2.1.)
- A1.16.8.13. When required, are other staff agencies tasked to maintain these visual displays within the command and control facility during exercises or contingencies? (PACAFI 10-207, para 10.2.1.)
- A1.16.8.14. Do classified displays contain all required security markings and are they protected IAW appropriate information security directives? (PACAFI 10-207, para 10.2.4.)
- A1.16.8.15. (#)Is the SRC established within the CP and each PACAF main operating base, collocated operating bases, or bare base? (PACAFI 10-207, para 1.3.1.)

A1.16.8.16. (#)Are entry control requirements for CP's, such as mechanically and/or electrically operated door/cipher lock, one-way glass, communications, etc., complied with? (PACAFI 10-207, para 8.2.4.)

A1.16.8.17. Does the CP maintain sufficient publications to support emergency operations at both the primary and alternate facility? (PACAFI 10-207, para 8.2.9.3.)

A1.16.8.18. (#)For CP's with a crew control function, are klaxons/sirens positioned for immediate operation from either controller position? (PACAFI 10-207, para 8.4.2.)

A1.16.8.19. (#)Does the klaxon and base siren systems have a cycling device to provide the proper signals without intermediate monitoring by the controller? (PACAFI 10-207, para 8.4.2.)

A1.16.8.20. Are the klaxon control switches covered with a safety guard plainly labeled to prevent inadvertent operation? (PACAFI 10-207, para 8.4.2.)

A1.16.8.21. (#)Is the emergency generator facility sized to accommodate the maximum load demand of the CP? (PACAFI 10-207, para 8.5.)

A1.16.8.22. (#)If CP personnel are designated to operate an emergency generator unit, are written operating procedures, coordinated with base civil engineering personnel, giving detailed instructions provided? (PACAFI 10-207, para 8.5.1.)

A1.16.8.23. Are the emergency lighting units functionally checked once a week, discrepancies noted, corrective action taken and documented in the Events Log? (PACAFI 10-207, para 8.7.)

A1.16.8.24. (#)Does the CP have an adequate number of flashlights, spare batteries and bulbs to augment emergency lighting? (PACAFI 10-207, para 8.7.)

A1.16.9. Security/Facilities

A1.16.9.1. Are all secondary entrances and exits alarmed in such a way that the EA controllers and SFCC are alerted when the doors are open or tampered with? (PACAFI 10-207, para 8.2.4.3.)

A1.16.10. Emergency Actions (EA)

A1.16.10.1. (#)Do EA controllers react with precision to EAM's, and are they able to prioritize emergency/time critical situational inputs provided during scenario evaluations? (PACAFI 10-210, para 1.3.1.)

A1.16.10.2. (#)Have EA checklists been developed containing the minimum requirements as outlined in Chapter 6 and 7 of PACAFI 10-210?

A1.16.10.3.. (#)Do EACs guide controllers logically through all required actions in the proper priority of sequence? (PACAFI 10-210, para 6.12.3.)

A1.16.10.3.1. (#)Are actual and exercise EA formats and checklists maintained in separate binders? (PACAFI 10-210, para 6.12.1.)

A1.16.10.4. (#)Does the CP have procedures established to ensure all PACAF tenant units are notified of all LERTCON changes? (PACAFI 10-210, para 6.11.3.)

A1.16.10.5. (#)When required, does the CP pass LERTCON changes to units having no secure communication using the readiness action line number procedure outlined in the PACAFI 10-210, Figure 6.2?

A1.16.10.6. (#)Has the commander developed a Commanders Readiness Action Checklist to facilitate rapid completion of each action code during a change in LERTCON status? (PACAFI 10-210, para 6.11.8.)

A1.16.10.7. Has the unit provided PACAF AOS/AOPO a copy of their Commanders Readiness Action Checklist? (PACAFI 10-205, para 5.7.)

A1.16.10.8. (#)Are procedures established to ensure LERTCON Status of Action (LSOA) reports are transmitted IAW PACAFI 10-210, para 6.16?

A1.16.10.9. (#)Do Area Command Centers ensure timely receipt of all EAMs to their subordinate units? For exercises, are EAMs being relayed IAW PACAFI 10-210? (PACAFI 10-210, para 1.5.3.2. and 7.10.2.)

A1.16.11. (#)Is PACAFDIR 90-202, CP operations, and PACAFDIR 90-221, MOC, checklists used on a regularly scheduled basis, not to exceed six month intervals? (PACAFI 10-207, para 12.2.)

A1.16.12. Are CP operations and MOC checklist discrepancies carefully monitored and documented on a 30-day basis until closed by CP managers? (PACAFI 10-207, para 12.2.2.)

A1.16.13. Command and Control Recognition Program

A1.16.13.1. Are CP managers and personnel knowledgeable/aware of the PACAF C2 Recognition Program? (PACAFI 10-207, para 13.1.)

A1.17. FILE MANAGEMENT (OPR: PACAF/DOTT)

A1.17.1. RIMS Files Procedures. (AFMAN 37-123, Para 2.2.)

A1.17.1.1. Does the "Location" field in the RIMS file plan show where documents are filed, when documents are maintained away from filing cabinet?

A1.17.1.2. Files Maintenance and Disposition Plan. (AFMAN 37-123, Para 2.2.1.)

A1.17.1.3. Did the chief of the office of record (COR) sign the RIMS file plan?

A1.17.1.4. Is the chief of the office or record's signature on the file plan? NOTE: The RIMS file plan is considered approved only when both the records manager's administrative approval (using RIMS) is stated on the file plan and the chief of the office record's signature appears on the file plan as approval of the office's files.

A1.17.2. Review. (AFMAN 37-123, Para 2.2.1.2.)

A1.17.2.1. Is the file plan redone as needed, but not simply because a records technician or chief of the office of records changes?

A1.17.2.2. When write-in changes are made to the file plan, is the FARM provided an updated file copy with changes?

A1.17.3. Folder Labels. (AFMAN 37-123, Para 2.2.4.)

A1.17.3.1. Do the folders containing classified records have the folder labels manually marked with the highest classification of the contents?

A1.17.3.2. Are folders used for each record series listed on the file plan that are maintained in file cabinets?

A1.17.4. File Cutoff Procedures. (AFMAN 37-123, Para 2.3.)

A1.17.4.1. Are eligible records destroyed, transferred, or retired according to the latest cutoff instructions on the RIMS disposition control label? (AFI 37-138 and AFMAN 37-139)

A1.17.4.2. Did the Chiefs of the office and records technicians cut off files at a specific time after an event or completed action?

A1.17.5. Electronic and Other Non-Paper Records. (AFMAN 37-123, Para 2.4.)

A1.17.5.1. When electronic and other non-paper records are used, does the file plan indicate the kind of non-paper medium (e.g., microfilm, optical disk, diskette)?

A1.17.5.2. Are disposition control labels placed on guide cards, or on containers for floppy disks, diskettes, cassettes, tapes, or other physical media?

A1.17.6. Office Arrangement. (AFMAN 37-123, Para 3.1.)

A1.17.6.1. Are the file cabinets placed in a location that provides safe and easy access for workers and protection of sensitive, classified information, and Privacy Act material?

A1.17.7. Basic Filing Arrangement. (AFMAN 37-123, Para 3.2.)

A1.17.7.1. When possible, are separate records series used for ease of filing and retrieving without separate indexing systems?

A1.17.7.2. If warranted by the volume of records, are series subdivided for ease of filing?

A1.17.7.3. Are the setting up of subdivisions avoided when a folder contains only a few records?

A1.17.7.4. Are one of the following filing arrangements used in files (Unless directives specify filing procedures)?

A1.17.7.4.1. Numerical. Use this arrangement to identify or refer to files by number.

A1.17.7.4.2. Chronological. Use this arrangement when files are in date sequence or when the date is the primary means of reference. Place record with the latest date on top.

A1.17.7.4.3. Geographical. Use this arrangement to file records -- state, country, or city, for example - when the geographical arrangement is the primary means of reference.

A1.17.7.4.4. Organizational. Use this arrangement when the name of the organization or level of command is the primary means of reference.

A1.17.7.4.5. Alphabetical. Use this arrangement when filing by name of persons, companies, or agencies in an alphabetical sequence. Disregard articles, conjunctions, and prepositions when filing alphabetically.

A1.17.7.4.6. Subjective. Use this arrangement when the subject is the primary means of reference. If a records series uses a subjective arrangement and has subdivisions, the overall arrangement is subjective, even if you file the subdivision in chronological order.

A1.17.8. General Correspondence File. (AFMAN 37-123, Para 3.3.)

A1.17.8.1. Is the General Correspondence file kept to a minimum? (AFMAN 37-139 is very detailed; most files fall under one of the tables and rules for disposition purposes.)

A1.17.9. File Drawer. (AFMAN 37-123, Para 3.5.)

A1.17.9.1. After preparing the file plan, the files disposition control, and folder labels, is the file drawer arranged in the sequence shown on the file plan?

A1.17.10. Charge-Out Records. (AFMAN 37-123, Para 3.6.)

A1.17.10.1. Are AF Form 614 or 614a, Charge Out Record, prepared and placed in place of a record or folder removed from the files?

A1.17.11. Disposition Guide Cards. (AFMAN 37-123, Para 3.7.1.)

A1.17.11.1. Are guide cards used with the disposition control label affixed to control each records series listed on the file plan?

A1.17.11.2. Is the disposition guide card placed in front of each series and in the same sequence shown on the file plan?

A1.17.11.3. Are the disposition control labels placed consistently throughout the file?

A1.17.11.4. Are disposition guide cards kept with the active and inactive files as long as kept in the current files area?

A1.17.11.5. Are disposition guide cards being retired or discarded when records are retired or destroyed (reuse them if they are still in serviceable condition.)?

A1.17.11.6. When a disposition guide card cannot be placed in front of a records series, or when kept away from the file drawer, are disposition control labels placed on the container, or on a card or sheet of paper in the container or binder, where they are obvious?

A1.17.12. Folders. (AFMAN 37-123, Para 3.7.3.)

A1.17.12.1. Are folders used to group related paper records together?

A1.17.12.2. Are folders used for each record series or subdivision listed on the file plan when filed in a drawer?

A1.17.12.3. Is transitory material filed in one folder or in four as shown in figure 3-1, AFMAN 37-123?

A1.17.12.4. Are folders containing classified records manually marked with the highest security classification of the contents?

A1.17.13. Folder Labels. (AFMAN 37-123, Para 3.7.4.)

A1.17.13.1. Are labels positioned to suit the needs of the office and the positions consistent throughout the file?

A1.17.13.2. Are folder labels placed on Kraft file folder in hanging files, not on the hanging file?

A1.17.13.3. Is the year included (calendar or fiscal) on the folder labels for records with a retention period of 1 year or longer?

- A1.17.13.4. Are transitory records cut off monthly? (Do not put the year on the folder labels.)
- A1.17.13.5. Do perpetual-type records that are cut off and disposed of after an event occurs, or when superseded, or no longer needed, have the year on the label? (These records DO NOT require the year on the label)
- A1.17.13.6. When the contents of the folders become too bulky for easy use, are additional folders (a second, third, or as many folders as necessary) used.
- A1.17.13.7. If additional folders for bulky records are used, does the label show inclusive dates in each folder?
- A1.17.13.8. Are the folders containing classified records marked with the highest classification of the contents?
- A1.17.14. Drawer Label. (AFMAN 37-123, Para 3.7.6.)
- A1.17.14.1. Is enough information included on the drawer label to identify the records kept in the drawer? (The words "ACTIVE" and "INACTIVE" may suffice for small files.)
- A1.17.14.2. When the files expand to more than one drawer, are the inclusive series numbers added from the file plan on drawer labels? (Figure 3-1, AFMAN 37-123)
- A1.17.15. Mark Records for Filing. (AFMAN 37-123, Para 4.1.1.)
- A1.17.15.1. Are records marked for file by using the word "file" and the proper official's initials?
- A1.17.15.2. Are records marked for file and file code in the upper right hand corner of the record? (Figure 4-1, AFMAN 37-123)
- A1.17.16. Assemble Documents for Filing. (AFMAN 37-123, Para 4.1.2.)
- A1.17.16.1. Are documents assembled for filing in the same manner as required for their creation, dispatch, and use with the latest action on top?
- A1.17.16.2. Are documents misfiled?
- A1.17.17. Cross-References. (AFMAN 37-123, Para 4.2.)
- A1.17.17.1. When a record is filed that involves more than one record series, is the document cross referenced by either using the Optional Form (OF) 21, Cross Reference; or copies used instead of the OF 21.
- A1.17.17.2. Are the copies marked by circling the appropriate file code in the upper-right hand corner to show where the duplicate copies are filed?
- A1.17.18. Filing Classified Records. (AFMAN 37-123, Para 4.3.)
- A1.17.18.1. Are classified material filed separately, unless it is necessary to maintain continuity of a particular transaction or event, or the volume of unclassified material is too small to justify establishing separate files?
- A1.17.18.2. Does the folder tab (or on the folder label, if there is enough space) show the highest classification of the records in the file (DoD 5200.1-R/AFPD 31-4)?
- A1.17.18.3. When a folder contains classified records, is the outside front and back of the file folder stamped with the highest classification of the records filed in the folder?
- A1.17.18.4. Is the classified records or other classified material filed in equipment authorized for each classification or in a secure area or vault (DoD 5200.1-R/AFPD 31-4)?
- A1.17.19. File Cutoff Procedures. (AFMAN 37-123, Para 4.4.)
- A1.17.19.1. Is the chief of the office making sure record technicians review the files at least annually, cut off the files, and separate active from inactive records?
- A1.17.19.2. Is the chief of the office making sure record technicians destroy, transfer, or retire eligible records according to instructions on the file disposition control label and AFMAN 37-139 (formerly AFR 4-20, volume 2), with the cutoff date determined by the table and rule, or by AFI 37-138, chart 3-1 (formerly AFR 12-50, volume I)?
- A1.17.19.3. Is the chief of the office making sure record technicians cut off records at a specific time after an event or completed action, and dispose of them according to AFMAN 37-139, table and rule?
- (EXCEPTION: There are many records series for which a cutoff date is not proper, such as material eligible

for immediate destruction when superseded, obsolete, no longer needed, or similar circumstances. Also, there are perpetual files that continue as active until the specified disposition occurs. Review these files at least annually to determine status.)

A1.17.19.4. Has Standard Form 135, Records Transmittal and Receipt, been properly prepared for records retired to staging areas/record centers?

A1.17.20. Guide Cards, Folders, Labels. (AFMAN 37-123, Para 5.2.1.)

A1.17.20.1. Are suggested standard filing supplies used IAW table 5.1, AFMAN 37-123? (Nonstandard supplies may be used when a strong justification warrants its use.

A1.17.21. Maintaining and Preserving Electronic Records. (AFMAN 37-123, Para 7.12.)

A1.17.21.1. Is the OPR identifying series of electronic records on the file plan?

A1.17.21.2. Does the OPR maintain accurate and complete external and internal labeling that is essential to ensure personnel can identify the contents of individual disks, diskettes, and tapes; retrieve information stored on them; and preserve the electronic records from unintentional or illegal destruction? (Identification could include the name of the organizational unit, the table and rules from AFMAN 37-139, a descriptive title of the contents, the dates of creation, and identification of hardware and software used.)

A1.17.21.3. If the medium contains classified information, is a label placed on the diskette to identify the highest classification of the contents as follows: SF Forms 706, Top Secret ADP Media Classification Label; 707, Secret ADP Media Classification Label; and 708, Confidential ADP Media Classification Label?

A1.17.21.4. Is Privacy Act material on electronic media protected to avoid inadvertent unauthorized access?

A1.17.22. Security of Electronic Records. (AFMAN 37-123, Para 7.17.)

A1.17.22.1. Is magnetic media degaussed when the media is used to store classified records, before reusing them for records at a lower classification level? (Follow instructions in AFI 33-202 to degauss magnetic media.)

A1.17.22.2. Is the OPR ensuring the electronic record is secured if the media previously contained classified records?

A1.17.23. Destroying Electronic Records. (AFMAN 37-123, Para 7.27.)

A1.17.23.1. Is the OPR destroying electronic records only according to authorized dispositions and ensuring that the records are disposed of in a manner that protects any sensitive, proprietary, or national security information?

A1.18. OPERATIONS PLANS (OPR: PACAF/DOX)

A1.18.1. Does the unit maintain copies of all plans for which it is tasked to support?

A1.18.2. Has the unit reviewed higher headquarter planning documents and identified unit tasking requirements?

A1.18.3. Does the plans officer advise the Wing Commander and Operations Group Commander on tasking levied from higher headquarters OPLANS? Are OG/CC inputs or responses to taskings documented?

A1.18.4. Does the plans officer coordinate review of the planning documents with appropriate staff agencies and consolidate change requests?

A1.18.5. If required, have Wing OPLANs been developed?

A1.18.6. If required, does the plans officer assist in Base Support Plan development?

A1.18.7. Does the plans officer participate as a member of the site survey team in assessing the workability of the Base Support Plan?

A1.18.8. Does the plans officer provide assistance to/participate in the Wing Battle Staff/Crisis Support Staff?

A1.18.9. Does the plans officer review exercise directives?

A1.18.10. Has the wing appointed an officer to act as the focal point for the wing tactical deception (TD) program? This officer does not have to be assigned to wing plans, but should coordinate TD activities with the plans officer. Is ongoing TD awareness training conducted?

A1.18.11. Is the plans officer involved in the theater indoctrination training program or participate in the mission certification program?

A1.19. PLANS AND OPERATIONS (OPR: PACAF/DOX)

A1.19.1. Although the commander is responsible for plan execution, the planner must ensure all functional areas are properly integrated and sufficient detail is provided for successful execution.

A1.19.2. The planner must be able to answer these questions:

A1.19.2.1. Before the basic plan and annexes were prepared, were the items of critical information defined? Was a statement of classification guidance prepared which identified the key items of information to be classified and the level of classification (TS, S, C, U)?

A1.19.2.2. Was the classification guidance issued to all agencies?

A1.19.2.3. Are the missions, tasks, objectives, and concept of operations clearly and appropriately stated?

A1.19.2.4. Has the plan been developed to support a higher level command plan? If so, is the supported plan clearly identified?

A1.19.2.5. Are friendly forces listed, including units from supporting commands? Is the plan coordinated with commands tasked as friendly forces?

A1.19.2.6. Have friendly forces concurred that tasking for use of forces or facilities is within their capabilities? For example, are mass launch or recovery capabilities considered?

A1.19.2.7. Are all forces needed to execute the plan, including supporting forces such as weather, rescue, intelligence, information systems, security, and aerial port regions or districts clearly identified?

A1.19.2.8. Are command and control relationships clearly defined? Are personnel aware of these relationships?

A1.19.2.9. Are the indicators of critical information identified and are measures developed to deny them from the adversaries?

A1.19.2.10. Is deployment data prepared, including flight composition, schedules, alert conditions, flight profiles, routes, timing, refueling procedures, aircraft loading, rescue, weather, and flight safety?

A1.19.2.11. Are there adequate control arrangements throughout the deployment phase?

A1.19.2.12. Do airfields have runway, taxiway, or ramp restrictions preventing maximum gross weight operations?

A1.19.2.13. Have approach data been checked to ensure adequate NAVAIDs are available at the airfields for safe operation of aircraft?

A1.19.2.14. Is access to runways and parking areas adequate, considering the level of station activity?

A1.19.2.15. Is approach, runway, and taxiway lighting operational and adequate?

A1.19.2.16. Are appropriate command and control systems and support information systems identified? Have restoration actions and workarounds been considered in case of their loss?

A1.19.2.17. Are joint operational agreements negotiated where combined services are involved?

A1.19.2.18. Can onload and offload bases accommodate the aircraft performing the missions?

A1.19.2.19. Are force closure times established including closure priorities for each element of the force?

A1.19.2.20. Are aircraft configurations identified (such as, armament loads, external fuel tanks, etc.)?

A1.19.2.21. Are target folders current and crews familiar with mission requirements? Do means exist to make fast, high-quality copies of target materials?

- A1.19.2.22. Are all control frequencies, communications procedures, code words, and identification procedures established?
- A1.19.2.23. Does the plan identify the specific times or situations requiring augmentation by forces from other commands?
- A1.19.2.24. Are provisions made for obtaining overflight rights from the countries concerned?
- A1.19.2.25. Are en route servicing facilities for aircraft deployments identified?
- A1.19.2.26. Are appropriate country clearances obtained for deploying units and support personnel?
- A1.19.2.27. Have emergency airfields and routes been established for deployment and employment phases?
- A1.19.2.28. Are current operational training policies adequate to ensure mission accomplishment?
- A1.19.2.29. Are aircrews properly briefed, trained, and equipped?
- A1.19.2.30. Are search and rescue operations provided in sufficient quantity, detail, and depth?
- A1.19.2.31. Are life support and survival equipment requirements met? Is life support and survival training up-to-date?
- A1.19.2.32. Are rules of engagement clearly delineated?
- A1.19.2.33. Does the plan include current escape and evasion information? Are safe areas designated? Are appropriate frequencies and codes established for communicating with downed aircrews and SAR forces? Are they trained in their use?
- A1.19.2.34. Are requirements for psychological operations and unconventional warfare considered?
- A1.19.2.35. Does the plan provide for recovering captured US personnel?
- A1.19.2.36. Are operational reporting requirements identified and procedures established to collect and transmit required data?
- A1.19.2.37. Are reporting requirements of this plan consistent with established JCS, US Air Force, unified, and allied command reporting procedures?
- A1.19.2.38. Are quantitative and qualitative deficiencies identified? Are steps being taken to address deficiencies? Is the commander regularly updated on progress?
- A1.19.2.39. Can existing facilities support plan execution?
- A1.19.2.40. If new facilities are required before the plan is executed, has a target date for completion been established?
- A1.19.2.41. Are bases and facilities of other commands tasked beyond present capabilities? If yes, what action is taken to meet requirements of the plan?
- A1.19.2.42. Is a military construction project (MCP) or other specially funded construction required? If yes, is proper support given to the host command so approval and funding can be obtained for the project?
- A1.19.2.43. Are all limiting factors identified? Are corrective actions being taken? Is the commander regularly updated on progress?
- A1.19.2.44. What are the facility limitations on mass launch and recovery?
- A1.19.2.45. If required, has a proper C3 protection analysis been performed? Are necessary corrective actions being taken?
- A1.19.2.46. Do ABO procedures provide passive defense and recovery capabilities before, during, and after a contingency?
- A1.19.2.47. Have essential contractor-provided supplies and services as defined in DoDI 3020.37 been identified?
- A1.19.2.48. Where contractors perform essential services (see DoDI 3020.37 and Chapter 17, paragraph 17.3.), have actions been taken to:
- A1.19.2.48.1. Assess on an annual basis the impact of unanticipated or premature loss of contractor support to mobilizing and deployed forces and address this assessment in relevant OPLANs?

A1.19.2.48.2. Include provisions in OPLANs or other contingency plans to assume or supplement contractor supplied essential services during crisis situations with military, DoD civilian, and/or host nation resources?

A1.19.2.48.3. Include provisions for evacuation of contractor dependents in noncombatant evacuation plans?